



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

OPEN AND COMPETITIVE

Opening Date 03/14/17

Closing Date OPEN UNTIL FILLED

ADMINISTRATIVE CLERK(COMMUNITY DEVELOPMENT)

Grade 46 (Salary Range \$32,849 – \$56,249)

This is an entry-level position that involves varied clerical and typing work of moderate responsibility which follows established policies and procedures. An employee in this class is responsible for definable technical tasks in the City's Community Development Department, which can be learned on the job. The employee in this class performs duties of receptionist, filing clerk, and typist. Work is assigned by the Assistant Community Development Director or Community Development Specialist II.

ESSENTIAL JOB FUNCTIONS

- Receives processes, disperses, and files all papers and documents relating to building permits, inspection requests, local business tax receipts, lien settlements, lien searches, etc., including the collection of the applicable fees.
- Reviews forms and documents submitted by customers for accuracy and completeness.
- Ascertain if all necessary information is shown on building permit and various applications and other related documents relevant to the daily function of the Community Development Department's operation.
- Assists in keeping current written records of lien settlements, building permits applied for and issued, inspections performed, and fees collected, including any other items required to be recorded.
- Maintains office supplies and places orders as necessary and approved.
- Processes purchase orders, requisitions and bill payments.
- Maintains log of parking citations, alarm violations and registrations and unregistered vehicle permits.
- Researches public records for property ownership, liens and other legal documents.
- Screens visitors and answers telephone calls for the department.
- Compiles and maintains documents and information requested by the Community Development Director or designee in the conduct of official business.
- Responsible for maintaining all active and inactive files.
- Prepares purchase orders, check requests and processes invoices.
- Performs a variety of essential record keeping duties, maintains filing systems and department record keeping.
- Operates various office equipment including computer, printer, copy machine, telephone system, facsimile machine, calculator, etc.

ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Clerical and administrative work.
- Basic office equipment e.g. computers, printers, copy machines, scanners, telephone systems, calculators, facsimile machines, etc.
- Functions and operations of department activities.
- Principles and techniques of customer service skills.
- A variety of standard office equipment, including windows-based computers, their use and application.

Ability to:

- Understand and follow oral and written instructions; express ideas accurately, clearly and effectively.
- Write legibly, keep records and prepare reports.
- Type 30 wpm.
- Access, operate and maintain various software applications.
- Handle a heavy workload and deal with emergency situations.

DESIRABLE EXPERIENCE AND TRAINING

- High school diploma or GED; supplemented by two (2) years of experience performing administrative/secretarial support functions; or an equivalent combination of education, training and experience.
- Customer service experience required.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- MUNIS experience preferred.
- Bi-lingual preferred.
- Valid Florida Driver's License required.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Oral Interviews – Date and time to be determined (by invitation only).

Submit application: Human Resources Department
City of North Lauderdale
701 S.W. 71st Avenue
North Lauderdale, FL 33068
Fax: (954) 724-6975
E-Mail: ewatkins@nlauderdale.org
Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain your knowledge, skills and qualifications for the position being applied for.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE