



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

Administrative Clerk (Community Development) Grade 46 (Salary Range \$32,849 – \$56,249)

Open and Competitive

Opening Date 04/05/2018

Closing Date Open Until Filled

FOR THE PURPOSE OF ESTABLISHING AN ELIGIBILITY LIST

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.

REQUIRED 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.
- Minimum 6 months experience in building permits.
- Customer service experience required.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Valid Florida Driver's License required.

DESIRABLE EXPERIENCE AND TRAINING

- MUNIS experience preferred.
- Bi-lingual preferred.

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.

Disclaimer

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

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

Submit application: City of North Lauderdale - Human Resources Department
701 S.W. 71st Avenue
North Lauderdale, FL 33068
Fax: (954) 724-6975
E-Mail: ljarrieux@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 why you are eligible for this position.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE

EMPLOYMENT INFORMATION

(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

VACATION:

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

SICK LEAVE:

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

HOLIDAYS:

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

WORKING CONDITIONS:

The basic work week is five days, 40 hours for most Divisions.

HEALTH PLANS:

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

ADDITIONAL BENEFITS:

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

SALARY:

The salary range for each position is listed on the examination announcement.

CREDIT UNION:

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.