



**CODE CLERK**  
Community Development

**General Definition of Work:**

Performs skilled clerical and responsible administrative work in a variety of program and office assistance tasks in the Community Development Department and Code Enforcement; does related work as required. Assists the Director and Code Enforcement with code violations and other general requests. Work is performed under regular supervision of the Community Development Director and Code Enforcement manager.

**Essential Functions/Typical Tasks:**

**Performs research as it relates to Code Enforcement; typing a variety of documents; answering the telephone; assisting with program and office operations; maintaining records and files; preparing reports applicable to Community Development.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Answers telephone; receives and responds to citizens concerns and complaints regarding all aspects of Community Development; consults with the public on multi-faceted complaints and public service issues.
- Surveying internet property rental sites as they relate to code violations involving transient rentals;
- Provides statistics and information concerning departmental operations for detailed record keeping; prepares periodic reports, inter-office memos, letters and spreadsheets.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge and skill in the implementation and operation of data and word processing and care of the equipment; thorough knowledge of Microsoft Word, Excel and Power Point Software; modern office practices and procedures, business English and spelling; thorough professional skills as a telephone operator to answer and assist citizens with complaints and general information for community relations.

**Education and Experience:**

High school diploma/GED required. Experience in a City or County Government office is preferred.

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires crouching, reaching, walking, pushing, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

None.

Pay Grade: 105 Status: PT 16 hrs/week Revised: September 2018
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