

**CITY OF RADCLIFF
POSITION DESCRIPTION**

CLASS TITLE: ADMINISTRATIVE CLERK I AND II

CLASS CHARACTERISTICS: Under joint supervision of Admin and Planning Dept

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for the performance of various administrative duties for the Administration Department and the Economic Development, Planning and Building Department including but not limited to the following: maintaining files, answering phone, handling correspondences, greeting customers, distributing mail to all departments, running postage for mailings or departments, and maintaining departmental reports
- Responsible for making deposits of various departmental and non-departmental receivables
- Responsible for maintaining a cash drawer and collecting property tax payments
- Record and maintain files of other governmental payments
- Maintain and produce monthly Fire Department incentive request
- Assist in the performance of other tasks as required
- Collect credit card payments and operate a scanner for electronic deposits
- Provide clerical support for the Economic Development, Planning and Building Department
- Assist building and electric inspectors in coordinating inspection requests; help perform clerical duties for these inspectors.
- Receive building, electric and sign applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Verify projects have obtained all necessary approvals; verify professional and contractor licensing.
- Calculate and verify valuations and fees; accept payments; issue permits as authorized
- Receive, log, and distribute building, electrical and sign permits.
- Assist in completing permit applications by explaining building, electric and sign permit requirements; assist and advise the general public in matters relating to these requirements and status of submitted projects.

MINIMUM REQUIREMENTS: High school diploma or GED preferably supplemented by administrative office experience.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of modern office practices, procedures and equipment. Some knowledge of Federal and State regulations governing the department. Ability to speak clearly. Ability to understand and follow oral and written instructions. Ability to type with reasonable speed and accuracy. Ability to prepare and maintain clear, concise and accurate records. Must possess the ability to deal courteously with the public, and to establish and maintain an effective working relationship with City officers, employees and the general public. Also, must possess the physical ability to squat, stand and sit for long periods of time. Climb stairs, bend over, lift and carry items 25 pounds or less. Use a computer with a monitor. Write with pen or pencil. Operate a motor vehicle. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.