

## City of Mission Job Description

Job Title: **Permit Clerk**



Classification: **Non-Exempt**

Department: Planning

Division:

Supervisor: Planning Inspections Administrator

Effective: 03/01/2011

### **I. JOB SUMMARY**

The individual is responsible for issuing permits, posting inspections, and making daily deposits. Also responsible for issuing plumbing, electrical, building, and mechanical permits on a daily basis. Has daily contact with the public and responds to requests or inquiries regarding permits. May receive phone calls and determine the nature of the business and direct phone calls or visitors to appropriate destination. Count money and run daily deposit reports. Post inspections done by building inspectors. May run monthly reports such as typed letters memos affidavits, etc. Operate a typewriter, computer, and other standard office machines/equipment such as: adding machine, calculator, telephone, facsimile, copier, etc. Perform routine clerical duties such as typing reports and letters. May schedule appointments. May route incoming mail. May date, stamp, and/or log in incoming information as directed. Individual will perform other duties assigned by supervisor/department head when needed.

### **II. EDUCATION REQUIREMENTS**

- High School diploma or G.E.D. required.
- One year experience in secretarial and clerical work.
- Working knowledge of data processing and permitting procedures.
- Must be proficient in working with computer, typewriter, and general office equipment.
- Must be able to type 45 words per minute and have good filing skills.
- Must have oral and written communications skills in English and Spanish to at least the 9<sup>th</sup> grade level including correct spelling.
- Must be able to communicate proficiently in English and Spanish.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.

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- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationships with the general public, supervisor, and co-workers.
- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on verifiable criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to read and interpret documents such as safety rules and city policy procedures.

#### **VI. ESSENTIAL JOB FUNCTIONS**

- Answer telephone with clear, courteous, and business voice and direct the call to the appropriate destination.
- Receive public and answer questions regarding plumbing, electrical, building, and mechanical permits on a daily basis.
- Issue plumbing, electrical, building, and mechanical permits on a daily basis.
- Post inspections done by building inspectors.
- Run monthly reports such as type letters, memos, and affidavits.
- Responsible for making daily deposits.
- Sort and file letters and other documents daily.
- Copy documents, utilizing office equipment as directed.
- Typed letters and other documents as requested and within the time frame specified by supervisor.
- Receives, sorts, stamps (with time and date), incoming correspondence, and distributes mail, packages, and other materials within the Department.
- Data entry into computer as directed.
- Prepares letters and packages for mailing.
- Process information and documents pertaining to the department in a confidential manner in accordance with department policy.
- Perform job with special attention to good public relations, safety, and proper office procedures to be in compliance with department policy.

#### **VII. NON-ESSENTIAL JOB FUNCTIONS**

- **None**

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**V. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personal computer, Computer mouse, Computer keyboard
- Computer printer, Fax machine, Copy machine
- Typewriter, Telephone
- Ten key calculator
- Computer software, Diskettes & CD's, Pens, pencils, rulers
- Stapler, highlighters, Manual hole puncher, Paper cutter
- Policy & procedure handbook

**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	<b>X</b>			
Work near moving mechanical parts	<b>X</b>			
Work in high, precarious places	<b>X</b>			
Extreme Cold (none-weather)	<b>X</b>			
Extreme heat (none-weather)	<b>X</b>			
Out door weather conditions	<b>X</b>			
Fumes or airborne particles	<b>X</b>			
Toxic or caustic chemicals	<b>X</b>			
Risk of electrical shock	<b>X</b>			
Work with explosives	<b>X</b>			
Risk of radiation	<b>X</b>			
Vibration	<b>X</b>			

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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## X. PHYSICAL DEMAND ANALYSIS

### MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard file
			folders, cartridge ribbon cases, telephone, calculator from
			waist to maximum of shoulder level.
	6-10 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard file
			folders, cartridge ribbon cases, telephone, calculator from
			waist to maximum of shoulder level.
	6-10 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one
			work station to another.
	6-10 lbs	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one
			work station to another.
	11-20 lbs	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one
			work station to another.
	21-25 lbs	<b>O</b>	Move boxes of files to clear work area and move boxes of computer
			paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	<b>O</b>	Move boxes of files to clear work area and move boxes of computer
			paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

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### NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, staplers, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders using computer mouse.
<b>TWISTING/TURNING</b>	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work stations, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer keyboard or typewriter, using 10 key calculator by touch, handwriting messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse rolodex, tape dispenser.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer keyboard or typewriter, using 10 key calculator by touch, handwriting messages and notes, inputting data in computer attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers computer keyboard and mouse, letter stand, ruler, tape dispenser.
<b>N - Never    O - Occasional 1-33%    F - Frequently 34-66%    C - constant 67-100%</b>		

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I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date