



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: SECRETARY ZONING
REPORTS TO: DIRECTOR OF PLANNING
DEPARTMENT: PLANNING
DIVISION: ZONING
GRADE:
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: AFSCME-CITY EMP
CIVIL SERVICE: CLASSIFIED

JOB SUMMARY:

Under general supervision, performs various secretarial and clerical tasks in order to assist with the efficient operation of assigned department or division.

QUALIFICATIONS:

Completion of secondary education (high school or GED) in addition to general business and administrative office courses, plus two (2) years secretarial experience. The City will also consider applicants who possess an equivalent combination of training and/or experience. **Any combination of training and work experience indicating possession of the knowledge, skills and abilities listed may be considered.**

ESSENTIAL JOB FUNCTIONS:

- Perform a variety of secretarial and clerical tasks in order to assist with the efficient operation of the Division: Schedule meetings or other appointments; greet and provide assistance or information to visitors; receive and screen or answer calls.
- Type reports, agendas, meeting minutes, correspondence, memos, forms, advertisements and other documentation; record and transcribe minutes of meetings.
- Set up and maintain zoning records in cityworks software and property record files.
- May perform secretarial and clerical tasks to assist members of a City Commission.
- Receive applications and initiate the process of permits.
- Copy documents; prepare informational packets; file and locate documents, etc.
- Receive fees, deposits or other forms of payment and issue receipts; balance payments received with receipts issued; prepare money received for bank deposit or delivery to Finance Department; prepare periodic summaries of money received.
- Communicates land development code and permit requirements to the public.

KNOWLEDGE, SKILLS & ABILITIES (*indicates developed after employment):

Knowledge of: Division policies, procedures*; modern business office practices and procedures; basic math principles; business math principles; business English, spelling and grammar; basic bookkeeping practices.

Skill in: Typing, taking meeting minutes, operation of modern business office equipment; Microsoft operating system (Word, Excel, Access, Outlook).

Ability to: Communicate effectively; follow detailed instructions; prepare and maintain accurate documentation; work independently or with others; effectively interact with others; calculate fractions, decimals, and percentages.

PHYSICAL DEMANDS STRENGTH RATING:

In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

APPROVALS: *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	
<i>Wayne Wieth</i>	<i>Director of Planning</i>	
<i>BARGAINING POSITION: Provided to AFSCME President Brian Klinger on 11/16/2020</i>		

CREATED & REVISIONS:

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>6/17/96, 9/03/96, 11/01/09, 7/27/11, 12/23/14, 10/28/20</i>		