

**51631 – CLERK TYPIST
CITY OF PARMA
015 – BUILDING DEPARTMENT**

JOB SUMMARY

The **Clerk Typist** performs varied typing and clerical work associated with the Building Department. The position is under the direct supervision of the Building Commissioner. This position is Classified within the civil service of the City of Parma.

WORK ACTIVITIES

Building Duties

- Handles telephone or in-person inquiries by residents, contractors, builders, etc.*
- Communicates and receives information using a dispatch radio*
- Supports inspectors in maintaining inspection files*
- Schedules daily appointments for building inspectors*
- Records building permit information onto address cards*
- Prepares monthly report to be sent to Cuyahoga County on building permit activity*
- Reviews permit applications for accuracy, completeness and conformance to rules and regulations of the department*
- Types notices of violations, maintains records, and schedules follow-ups for determination of compliance*
- Prepares court case files and summons/tickets for cases to be sent to Parma Municipal Court*
- Prepares information for legal cases pending in the prosecutor's office*
- Maintains billing system for Annual Rental Registration program for one and two family rental properties*
- Maintains billing system for the Annual Registration Program for apartments*
- Maintains billing system and prepares annual report for the High Grass Cut Program liens to be filed with Cuyahoga Court*

Clerical Duties

- Operates standard office equipment*
- Enters data into computer including; contractor information, daily reports, violation notices, court status information and other program information as needed*
- Processes and records inspection photos on the computer for inspectors cases*
- Prepares information for annual mailing of license renewals*
- Makes routine follow-ups to secure required additional information*
- Composes routine correspondence*

- Calculates costs, creates invoices, and collects charges for permit fees, annual license and registration renewals*
- Records complaints received into the computer and enters the complaint answers*
- Assists inspectors in maintaining correspondence in regards to legal cases pending in the prosecutor's office*
- Performs filing as needed*
- Performs all other duties within the Building Department as assigned*

* Denotes Essential Job Function

TOOLS AND EQUIPMENT USED

- Calculator
- Computer
- Copy Machine
- Fax Machine
- Telephone
- Typewriter

JOB CONTEXT

The **Clerk Typist** works 35 hours a week generally from 8:30 a.m. until 4:30 p.m. Monday through Friday. The workday includes two (2) 15 minute scheduled breaks and one unpaid hour for lunch. The position is full time with benefits and operates 12 months a year. The **Clerk Typist** works within a temperature-controlled office. The **Clerk Typist** will operate office equipment, which requires continuous and repetitive arm, hand and eye movement. The position has the potential for having a high stress level due to dealing with the public, particularly during the construction season. Some duties of the **Clerk Typist** are of a confidential nature due to the prosecution of violation notices.

JOB QUALIFICATIONS

Upon hire, a **Clerk Typist** must have:

- A high school diploma or equivalent
- One year of clerical and keyboarding experience
- Knowledge of office procedures and practices
- The ability to do clerical work involving the use of independent judgment, speed and accuracy
- The ability to make mathematical computations
- Excellent communication skills and a professional temperament
- Understanding of office equipment such as computer, adding machine, fax machine, typewriter, telephone, copy machine, etc. with good keyboarding skills, (good operational skill in word processing and data entry programs preferred)
- Proficiency in spelling and grammar

After hire, a **Clerk Typist** must have:

- A thorough knowledge of departmental procedures and internal workings of the Building Department
 - A thorough understanding of the Building, Planning, Zoning and Property Maintenance Codes and the general fee schedule
 - Proficiency in word processing after six (6) months of requisite training
 - Proficiency in the use of a dispatch radio
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In accord with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expires on October 31, 2014 the Step 1 annual salary for a **Clerk-Typist** is \$31,712.46.

The promotional probationary period is 60 days in accord with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. Applications shall be submitted after completion to the City of Parma Human Resources & Purchasing Department no later than 4:30 p.m. on Monday, June 30, 2014.

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