



Code Compliance Clerk
Wage Range \$13.79-\$16.98 per. hr

I. JOB SUMMARY:

Assists in the administration of the activities of the Code Compliance Department and performs related work as required. This is a highly responsible professional administrative position assisting the Chief Code Compliance officer, and Code Compliance officers, in the effective and efficient operation of the department which is responsible for the enforcement of all Town of Medley codes and ordinances, and any other applicable County and/or State ordinances and regulations. Considerable judgment is required in establishing work procedures and performing duties. The work of this class involves heavy contact with the public. Although the work is supervised by the Chief Code Compliance officer, this position requires the exercise of sound judgment, personal initiative and minimal supervision. In the absence of the Chief Code Compliance officer, the Clerk may be required to perform certain duties and responsibilities as assigned by the Chief.

II. ESSENTIAL JOB FUNCTIONS FOR ALL ADMINISTRATIVE DEPARTMENTS:

- Receives the public and answers questions; responds to inquiries from citizens and businesses, and refers, when necessary, to appropriate persons;
- Assist the general public with code-related complaints;
- Receives mail and distributes mail to officers or files returned notices in the case file;
- Performs clerical work, answers phones and maintains file records;
- Enter complaints and inspections for Code Compliance Officers;
- Prepares and scans documents;
- Assists in coordinating monthly meetings of the Special Magistrate, prepares hearing documents and notates records accordingly. Prepares and provides oversight for all official communications issued by the Department and at the direction of the Chief Code Compliance Officer, including but not limited to, notices, orders and any other relevant correspondence relating to Special Magistrate hearings;
- Performs other duties as assigned;
- Assist with Code Compliance liens.

III. MATERIAL AND EQUIPMENT USED:

Standard Office Equipment

IV. MINIMUM QUALIFICATIONS REQUIRED:

A. Education and Experience

- High School diploma or equivalent and some College course work;
- Three (3) years' experience in the performance of general secretarial and clerical work;
- Preferred with local government experience of a responsible nature in administration, code enforcement, planning or related field; or any equivalent training and experience which provides the necessary knowledge, skills and abilities.

B. KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Proficient in all computer-related skills. Ability to communicate effectively in writing and orally in the English language. Exceptional organizational skills are a must. Ability to interact professionally and competently with the Town representatives, Town officials and employees, including County and State agencies, and the general public. Must be proficient in both English and Spanish.

Abilities:

Read and write English language comprehensively; make sound decisions in accordance with rules, regulations, or policies; rapidly acquire knowledge of administrative and procedural regulations and work independently on complex and confidential administrative tasks; while performing the essential functions of this job the employee is regularly required to work in a typical office environment, read printed materials and a computer terminal/screen and communicate in person and over the telephone, and dress according to employer's policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*****This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*****