

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: PUBLIC WORKS CLERICAL SPECIALIST
Classification Specification: 10201 Clerical Specialist

Office/Division:	Public Works	Employment Status:	Part-Time
Reports To:	Public Works Director	Civil Service Status:	Unclassified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. completion of secondary education or equivalent
2. certificate of formal training in accounting, business, finance, paralegal or equivalent experience is desired

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess or obtain a Notary Public Commission for the State of Ohio within three months of hire.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. assembling bid documents*
2. record keeping and retention
3. generating purchase orders*
4. office practices and procedures
5. English grammar, spelling and punctuation
6. map reading and interpretation*

Ability to:

1. field phone calls and take detailed messages for various departments at any given time
2. prepare and maintain accurate documentation
3. assist Zoning Officer on seasonal nuisance complaints and record keeping
4. generate appropriate electronic correspondence
5. set priorities dynamically
6. follow detailed instructions
7. keep an office well organized, keep historical information organized
8. communicate effectively
9. interview local residents and workers in the field on projects when necessary
10. develop and maintain working relationships with associates, other professionals, and the general public
11. create accurate minutes from meetings

Skill in:

1. operation of standard business office equipment and software
2. operation of the large document scanner/copier*
3. use of the entire Microsoft Office suite (Word, Excel, Publisher, Outlook, Access).
4. use or operation of electronic mapping, software, and instruments*

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ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101

1. Performs administrative and support functions to ensure the effective operation of the Public Works Department. Receives and responds to complaints involving city matters, receives visitors entering office and directs them to desired locations, maintains appointment schedule, facilitates permits and licenses in the absence of the Zoning Officer, orders office supplies, ensures proper operation of office equipment.
2. Types correspondence, documents and bid specifications and other related documentation.
3. Assemble the pertinent bid documents including current wage rates and the supplemental specifications.
4. Verifies certified payrolls from City contractors meet prevailing wage rates.
5. Receives and responds to inquiries related to city maps, zoning permits, zoning requirements, and other similar matters.
6. Prepares reports.
7. Serves as secretary to Architectural Review Board and Board of Control.
8. Completes field measurements related to zoning matters.
9. Receives applications for zoning permits, performs zoning related inspections, answers basic questions regarding zoning permits.
10. Maintains all paperwork and correspondence related to the City Sidewalk Program.
11. Demonstrates regular and predicable attendance.
12. Assists with the administration of both floodplain management and stormwater management.
13. Keeps various project logs and schedules.

OTHER DUTIES AND RESPONSIBILITIES

1. Attends meetings as required.
2. Performs other duties as assigned.

EQUIPMENT OPERATED

1. standard business office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. exposure to chemicals found in an office environment
2. occasional work at computer terminal for long periods of time
3. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.