

City of Berlin

Code & Fire Administrative Clerk

Title	Code & Fire Administrative Clerk
Departments/Functional Areas	Housing, Code Enforcement, Zoning, Planning, Fire
Reports to	Fire Chief

Job summary

Performs customer service and administrative functions to support the Code/Fire/Housing functions.

Summary of essential job functions

- Directs customers (in person/by phone) to correct department and/or service
- Maintains office equipment and orders office supplies
- Receives and distributes mail and prepares certified mailings as needed.
- Maintains/scans files: Fire, Code, Zoning, Housing,
- Zoning: Generates case files, correspondence, and copies for each board member. Develops ads and public notices, collects fees and attends hearings and meetings, and takes/provides minutes for distribution.
- Collects fees for permits, maintains petty cash, prepares vouchers for Accounts Payable and makes deposits
- Assists Housing with distribution of bid forms and notices
- Provides support for grant programs with the preparation and maintenance of files, client lists and input into grant management data base
- Assists with research and compilation of information to shared electronic files to support Housing, Fire Code, Zoning, and Planning
- Completes Fire Dept. payroll and schedules

Minimum requirements

Minimum of a high school diploma and 2 years administrative experience required. Associates degree or additional education and/or experience in accounting/administration preferred. Strong customer service & organizational skills required. Proficient in basic accounting, word processing & excel and utilization/maintenance of office equipment.

Abilities required

Able to communicate effectively with the general public, supervisors, co-workers, city/state officials and exercise good judgment in matters of confidentiality. This position will require sitting, standing and the ability to occasionally lift 15-20 pounds. Work will be done primarily in the code/housing office, but will require occasional meetings off-site or in other locations within city hall.

Physical / Environmental Requirements

The physical demands described herein are representative of those required to meet the essential functions of the position. The physical requirements of this classification vary in intensity and degree based on assigned work and circumstances.

LIFT up to 10 lbs.:	Frequently required
CARRY up to 10 lbs.:	Frequently required
REACH above shoulder height:	Frequently required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Frequently required
PUSH/PULL:	Frequently required
HAND MANIPULATION - Grasping:	Frequently required
Handling:	Frequently required

Daily use of City Seal by bearing down in a repetitive motion using both hands to certify Vital Record Forms.

Twisting:	Occasionally required
Bending:	Frequently required
Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions.
Sight:	Necessary to perform job effectively.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Administrative Clerk
Management? (Yes/No)	No
E/NE status	NE
Last revised	04/05/19 jw

_____	_____
Department Head Signature	Date

_____	_____
City Manager Signature	Date