



THE CITY OF RICHFIELD, MINNESOTA
Announces an Opening for the Position of
SENIOR OFFICE AIDE
Community Development Department
Inspections Division
Full-Time Regular Position

SALARY

Starting Salary: \$19.97/hour, plus full City benefits.

HOURS

8 a.m. to 4:30 p.m. Monday through Friday.

NATURE OF WORK

Under the direct supervision of the Chief Building Official, performs a wide variety of clerical duties of average complexity and difficulty to assist the division in administering the Building Inspection functions of the Community Development Department.

ESSENTIAL DUTIES

Provides permit information and assists customers with permit questions and completion of necessary paperwork.

Issues permits and collects permit fees for Inspections Division.

Schedules inspections daily for all inspectors.

Performs data entry, generates reports, scans permit applications, and maintains Department records.

Verifies data entry and makes corrections as necessary.

Maintains record filing systems for Inspections Division.

Processes credit card, cash and check payments daily, and provides cash reports and bank deposits to the Finance Division.

Answers customer questions regarding Department and City policies, procedures, and objectives pertaining to all building related permits, rental licensing, and point of sale programs.

Assists Housing Inspections Clerk with scheduling, issuing rental licenses, point of sale certificates, and collecting and processing required fees.

Assists in answering phone calls and greets customers; routing calls, providing zoning and housing question assistance.

Operates a variety of office machines and computer software programs including: LOGIS PIMS, Microsoft Office programs, and credit card machines.

Performs other general clerical duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Proficiency in English grammar, spelling, and punctuation.

Good knowledge of office practices and procedures and of general clerical work.

Demonstrates working knowledge of automated office environment equipment, applicable computer hardware and software programs.

Ability to type 50 wpm in a neat and accurate manner.

Ability to do clerical work of above average difficulty.

Ability to organize and prioritize work, and work independently.

Ability to relate to and deal with a wide variety of individuals who may be under stress.

Ability to set priorities in meeting deadlines.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships.

Ability to courteously and effectively interact with the public.

Ability to perform basic arithmetic computations.

(OVER)

Ability to sit, talk and listen for extended periods of time. Specific vision abilities required include close vision and ability to adjust focus.

Ability to occasionally lift and/or move up to 25 pounds.

MINIMUM REQUIREMENTS

A combination of training and experience substantially equivalent to graduation from high school, general clerical experience, including typing, telephones, cash drawer, scheduling, data entry and experience with a personal computer using Microsoft Office programs.

DESIRABLE TRAINING AND EXPERIENCE

Prefer course work in office practices, at least two years of general clerical experience, and direct customer service experience. Highly desire office experience in building codes and inspections. Bi-lingual preferred.

APPLICATIONS

Application forms, copies of this bulletin and additional information may be obtained at www.richfieldmn.gov/jobs. **Only a City of Richfield on-line application will be accepted.**

Resumes may be included with a completed City of Richfield on-line application. **THE CLOSING DATE FOR SUBMITTING APPLICATIONS IS SUNDAY, OCTOBER 22, 2017.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/MFD

The City of Richfield does not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.