

## CITY OF LYTLE

**JOB TITLE:** Permit, Tax and Utility Clerk

**REPORTS TO:** City Secretary

**AUTHORITY/RESPONSIBILITY:** Non-Supervisory

### **JOB SUMMARY:**

Receives, logs and distributes building plans for plan checking; checks and review permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permits as authorized.

Collect and distribute local property taxes on behalf of the city agencies.

Accepts and posts payments for utility services, related city services; issues receipts; (In the absence of the Head Utility Billing Clerk and Utility Clerk) reconciles collections and makes deposits; works with and assists customers in person and by phone.

Receives and reviews applications for new service; sets up existing accounts; writes work order; accepts deposit; issues receipt; updates files and records.

Handles rentals of city facilities.

### **TYPICAL DUTIES:**

Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.

Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.

Calculate and verify valuations and fees for building permits along with residential utility services not needing larger meter; accept payments and issue permits as authorized.

Assist in completing permit applications by explaining building permit requirements; assist and advise general public in matters relating to building requirements and status of submitted projects.

Track plan check applications from submission until approval; route plan checks to appropriate personnel.

Prepare Certificate of Occupancy as required.

Assist building inspectors in coordinating inspection requests.

Greets and directs walk-in customers and phone calls to appropriate department for assistance.

Closes and balances cash drawer in Utility Clerk's absence

Prepares and processes a variety of documents, records and reports.

Responds to various citizen inquiries and complaints.

Operates various office equipment (computer, typewriter, calculator, reproduction machines, etc.) as needed.

Performs assigned duties in a normal office environment on a normal forty hours per week work schedule.

This job description is not intended to be all inclusive and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school plus one-year experience in general office work. Two years of clerical experience in the building and construction industry.

#### **KNOWLEDGE AND ABILITIES:**

Operations, services and activities of a building services program.

Basic knowledge of building codes.

Read and identify geographical specifications.

Good knowledge of general office procedures and usage of equipment. Able to use operate computer, copier, scanner, credit card machine, calculator, and typewriter; to complete office duties by using word processing, spreadsheets and databases; to prepare and maintain accurate records and reports; to work effectively with other city employees and with citizens both on the telephone and walk-in service.

#### **SPECIAL LICENSES AND OTHER REQUIREMENTS:**

No special licenses are required for this position.