

PERMIT CLERK (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position performs specialized clerical work in a municipal clerk's office. The incumbent is primarily responsible for the issuance of permits and licenses including parking, fishing, hunting, dance hall, plumbing, sanitation, taxi cab, taxi driver, peddler, marriage, dog and conservation licenses and permits. The incumbent receives fees, bonds and insurance certificates, as required, and may maintain related financial records. The exercise of independent judgment in the application of established methods and policies is required. The incumbent may review the requirements for issuing a permit license or other document with the municipal clerk, attorney or appropriate agency. Incumbents must be fluent in both the Spanish and English languages, providing interpretive and information services. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Interviews applicants seeking permits and licenses;

Explains application processes and applicable ordinances, in person, by phone or by written communication in both Spanish and English languages;

Maintains complex filing system either manually or through use of computer software;

Handles incoming and outgoing mail;

Prepares and issues permits and licenses;

Collects fees related to the permits and licenses and prepares the daily cash reports;

Issues receipts;

Assists in compiling and preparing documents in response to FOIL requests;

Performs clerical duties for the municipal Clerk;

Prepares monthly and annual reports;

May prepare birth certificates and death certificates;

May provide translation services;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices and clerical procedures; working knowledge of the procedures used in keeping financial records, and in handling and recording cash; skill in performing clerical operations; ability to deal effectively with the public; ability to get along well with others; ability to understand and carry out complex written and oral directions; ability to plan, organize and efficiently perform clerical operations; ability to maintain complex records and files; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish language proficiency test; thoroughness; good judgment and discretion, dependability; initiative; accuracy; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of high school or equivalency diploma and three (3) years of experience where the primary function of the position was performing clerical work, one (1) year of which must have included the use of computer applications to perform clerical functions.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two (2) years of the required work experience. There is no substitution for the one (1) year of specialized experience using computer applications described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.