

City of Covington
CAREER OPPORTUNITIES POSTING

JOB TITLE: Codes Technician/Clerical Asst.
FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Fill out application at HR office 100 West Washington Ave., 1st floor. Covington, TN. Applications are also available at www.covingtontn.com. They must be received in HR office by Tuesday, May 28th by 4:30pm.

GENERAL SUMMARY: Performs routine clerical, secretarial, data processing, customer service, building permits and other code compliance functions.

EXAMPLE OF ESSENTIAL DUTIES:

- Answers telephone, directs calls to appropriate individual, and/or handles calls independently, takes messages when associates are out of the office.
- Process electric permits and collects fees for the State Inspector.
- Process and maintains all aspects of the building permit program.
- Process all aspects of scheduled inspections such as scheduling, posting tickets, closing tickets and filing.
- Compiles Planning Commission report for monthly meeting.
- Prepare agendas for Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission on a monthly basis.

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

Considerable knowledge in personal computers and data processing and accounting; Knowledge of Business, English, and Math; Knowledge of modern office practice

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, data processing, public relations or any equivalent combination of education and experience which demonstrates the capability to perform essential functions and responsibilities.

Public Relations and computer literacy a must.

Must possess a valid Tennessee driver's license, or have the ability to obtain one prior to employment. procedures and equipment;

NECESSARY KNOWLEDGE SKILLS AND ABILITIES: English and Math; verbal and written communication skills, ability to deal successfully with the public, ability to work independently, knowledge of modern office practices, procedures, and equipment, able to use independent judgment, have sound decision making and problem-solving skills. Skill in operating listed tools and equipment. Ability to type accurately and with reasonable speed; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the public; ability to understand and follow oral and written instructions; ability to express ideas clearly, concisely, and objectively; ability to be neat and organized in work and appearance; ability to understand and carry out written and oral instructions.

Skill in operating listed tools and equipment; Ability to type and communicate effectively verbally and in writing; Ability to understand and follow oral and written instructions: Ability to express ideas clearly, concisely, and objectively: Ability to be neat and organized in work and appearance; Ability to establish and maintain effective working relationships with employees, supervisors, and the public.

SALARY:

- Full-time Monday – Friday 40 hrs. wk
- Grade 6 Starting pay \$13.52 will be based on experience
- One position

Test Required:

6-month probationary period

WORKING CONDITIONS AND PHYSICAL EFFORT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. **WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, or, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.