

## JOB DESCRIPTION

**CITY OF MUNCIE**

**Position No.:**

**Last Review:** 6/30/2004

**Effective Date:** 6/30/2004

**Last Revision:** 6/30/2004

**FLSA:** Exempt  Non-Exempt

**Union Eligible:** Yes  No

**Position Title:** Secretary II

**Department(s):** Building Commissioner Office

**Reports to (Title):** Building Commissioner

### PRIMARY JOB FUNCTIONS:

Employee coordinates daily activities of the office. Employee issues permits and licenses and responds to code enforcement complaints and inquiries.

### ESSENTIAL JOB FUNCTIONS:

1. Issues permits.
2. Receives and receipts fees, prepares deposits, and routes to Controller's office.
3. Issues contractor licenses, registrations and renewals.
4. Answers telephone and greets office visitors, and responds to inquiries regarding city ordinances, zoning and code enforcement.
5. Types memorandums, permits, reports and other documents for department personnel.
6. Processes requisitions for office supplies.
7. Files correspondence, permits and related material.

### OTHER JOB FUNCTIONS:

1. Annually reviews and purges outdated files and documents.
2. Notarizes documents for staff and public as related to department activities.

3. Performs related duties as required.

**WORKING CONDITIONS:**

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.

Performs duties in a modern office environment with no unusual physical demands.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

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.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Ability to interpret city ordinances and zoning codes as required to issue permits. (M)
2. Ability to operate standard office equipment such as computer, calculator, copier and telephone. (M,P)
3. Knowledge of English grammar, spelling, and punctuation. (M)
4. Have ability to type with speed and accuracy. (P)
5. Ability to effectively communicate with the public and other departments in a courteous and tactful manner. (M,P)
6. Physical ability to type and be able to perform secretarial tasks. (P)

**EDUCATION AND EXPERIENCE:**

Performs duties according to established practices and procedures of the department. Errors that may lead to loss of time and money within the department and inconvenience to members of the general public are readily detected.

Receives general instructions and performs majority of tasks according to standard department practices with work reviewed during critical phases and upon completion for accuracy.

This position requires a high school education plus a minimum of three years of related experience as a secretary/receptionist. Additional experience with city land use ordinances and zoning code is preferred.

The above description covers the most significant duties performed, but may exclude other occasional work assignments not mentioned.

**Proposed By:** \_\_\_\_\_  
Immediate Supervisor

**Approved By:** \_\_\_\_\_