

TOWN OF WOODWAY

The Town of Woodway, located just north of the King/Snohomish County line, is accepting applications for a non-exempt, half-time Deputy Clerk/Permit Technician. The successful candidate will perform a broad range of tasks that support the day-to-day front office operations, including customer service, cash receipts, and permit processing. Salary is \$1500-2100 per month DOE. Send letter of interest and resume to townhall@townofwoodway.com. Call 206.542.4443 with questions. Open until filled, first review on July 17, 2017. EEOE

Position: Deputy Clerk/Permit Technician
Reports To: Clerk-Treasurer

Regular, half-time, non-exempt position

GENERAL RESPONSIBILITIES

To provide clerical and administrative support for the Clerk-Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Front desk reception and contact for most phone inquiries and public requests, questions and complaints and requests for public records.
- Offers customer service including providing forms, explaining documents and requirements, answering procedural questions, reviewing forms for completion, or collecting and receipting monies.
- Enters data into electronic or manual records systems, including databases or spreadsheets.
- Attend meetings of the Council, Planning Commission and Hearing Examiner as required. Coordinate follow-up activities and action items.
- Assist in sharing information between Council, Planning Commission, and Hearing Examiner to ensure consistency and commonality of goals and accomplishments.
- Tracks and processes Business Licenses, Home Occupation Licenses and Solicitor's Permits. Maintains and updates lists of same.
- Assists with Traffic Violations Bureau including ticket processing, letters and follow-up.
- Assists the Clerk-Treasurer in receipting revenues, bank deposits, letters, memos and all general office duties.
- Review applications for building, grading & drainage, short plats, variances, SEPA, etc. for completeness, and determine and collect appropriate fees.
- Coordinate reviews and deadlines with Town Consultants to ensure a timely decision on the application.
- Acts as a liaison between permit applicants and Town Officials. Answer questions and concerns of the Planning Commission, Planner, Building Official, Building Inspector, Engineer, residents, and outside parties, e.g. government agencies, architects, builders, realtors, and other professionals. Responds to inquiries regarding zoning, land use, and building codes and refers more technical questions to the appropriate Town Official.
- Issues building, mechanical, plumbing permits, including over-the-counter permits. Attends to the day-to-day operation of the Town Building Department, including maintaining the building permit files.

- Tracks and bills reimbursable expenses of Town consultants, including the Engineer and Planner.
- And other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

High school diploma or GED with a minimum of two years of college. Previous municipal experience preferred with two years of office experience, or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

KNOWLEDGE, ABILITIES, AND SKILLS

- Proficiency in the English language including composition, spelling, grammar, and business math.
- Knowledge of office practices, procedures, and use of standard office equipment, including computers.
- Ability to learn assigned administrative tasks readily within a reasonable training period and to adhere to prescribed routines.
- Ability to demonstrate positive customer service.
- Ability to prioritize work and accurately complete varied assignments, often under fixed deadlines and with frequent interruptions.
- Ability to understand and carry out oral and written instructions.
- Ability to make independent decisions.
- Experience in Word, Excel, and BIAS accounting software.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that may be encountered and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fold, handle, or manipulate objects, and office equipment; 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.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.