

TOWN OF WOODWAY

THE OPPORTUNITY

Position: Deputy Clerk/Permit Technician
Reports To: Clerk-Treasurer
Employment Type: Regular part-time employee, 25 hours per week, non-exempt position. *(There is a possibility that this position may be full-time in the future.)*
Salary: \$18.50-\$23.50/hour DOE

The Town of Woodway is now searching for a skilled, detail-oriented, and enthusiastic administrative professional to be our next Deputy Clerk/Permit Technician. The individual in this position acts as the primary public contact at Town Hall and performs a broad range of day-to-day front office operations including customer service, cash receipts, and permit processing. The Deputy Clerk/Permit Technician also performs functions of the Clerk-Treasurer in her/his absence.

THE COMMUNITY

The Town of Woodway, located just north of the King/Snohomish County line, is a small residential community nestled in the trees along Puget Sound. Town Hall is run by a small but dedicated staff who closely collaborate with our volunteer Mayor and Council. Cooperation with surrounding communities allows Woodway to maintain its rural ways without compromising on vital services.

THE HIRING PROCESS

Interested applicants should apply immediately as this position is open until filled. Applications will be reviewed as they are received; the most highly qualified candidates will be invited to move forward in the hiring process. Send letter of interest and resume to heidi@townofwoodway.com. Call 206.542.4443 with questions. EEOE

TYPICAL DUTIES

The following duties are intended as illustrations of the various types of work that may be performed. A detailed job description is available upon request.

- Provides outstanding customer service as the primary public contact for most inquiries, requests, questions, and complaints.
- Responds to requests for public records following the state Public Records Act regulations and follows the Town's records management policies and procedures.
- Assists the Clerk-Treasurer in receipting revenues, bank deposits, letters, memos, and all general office duties.
- Attends monthly evening Planning Commission meetings. Attends Town Council meetings and Hearing Examiner proceedings as required. Coordinates follow-up activities and action items.
- Tracks and processes Business Licenses, Home Occupation Licenses, and Solicitor's Permits. Maintains and updates records of same.
- Staffs the Traffic Violations Bureau including ticket processing, letters and follow-up.
- Attends to the day-to-day operation of the Town Building Department, including
 - Maintaining the building permit files and tracking programs;
 - Coordinating reviews and deadlines with Town Consultants to ensure a timely decision on the application;
 - Issuing building, mechanical, plumbing permits, including over-the-counter permits.
 - Tracking and billing reimbursable expenses of Town consultants, including the Engineer and Planner.
- And other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

- Learn, understand, interpret and apply methods, policies, procedures and legal requirements.
- Communicate effectively in English, both orally and in writing.
- Prioritize and carry out tasks with consistency and great attention to details.
- Excellent proofreading skills.
- Proficiency in basic accounting/business math.
- Establish and maintain effective working relationships with others.
- Knowledge of modern office practices, procedures, equipment, and records management.
- Proficiency using the Microsoft Office suite. Experience with BIAS accounting software a bonus!

DESIRED MINIMUM QUALIFICATIONS

- High school diploma or GED with two years of college preferred.
- Certified Municipal Clerk and/or Certified Permit Technician designations are preferred.
- Previous municipal experience is preferred.
- Two years of office experience or any equivalent combination of experience and education which provides the applicant with the desired knowledge, skills, and abilities required to perform the work will be considered.

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.