



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: **TEMPORARY PART-TIME PERMIT FILE CLERK**

GENERAL DESCRIPTION:	<p>The Temporary Part-time Permit File Clerk will be positioned within the document intensive permitting department, known as Development Services. Applicants must be meticulous, organized and customer-friendly. As an entry level position you will be provided paid training and the opportunity for advancement for motivated individuals. The file clerk is responsible for inputting electronic department records, working with customers regarding inspections and permits, coordinating with field inspectors/engineers, and performing various other administrative tasks. Computer skills and the ability to learn office equipment and software programs is required. You must be very organized and focused on the details. You must like working with people and solving problems. This job is for a temporary period of 90 days, which may be extended by an additional 90 days based on department needs. This position will be required to work from 8 am to 1 PM, Monday through Wednesday. Schedule is not negotiable.</p>
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none"> • High School Diploma or GED; • Required one year of clerical or administrative experience or equivalent combination of experience and training that provides the required knowledge, skills and abilities; • One year of experience in construction, municipal planning/zoning, real estate, code enforcement or customer service involving electronic records; • Valid Driver's License issued by the State of Texas; • Must be detailed oriented; • Must be proficient in Microsoft Office Suite including Outlook; • Must be proficient and comfortable with Adobe products for file conversion and editing; • Must be proficient and comfortable with scanners and electronic record maintenance; • Must be proficient and comfortable with high-volume customer service environment, including large numbers of phone calls and e-mails; and • Must have reliable transportation and be available to work Monday-Wednesday from 8 am to 1 PM.
SALARY:	\$13.650 per hour
DEADLINE:	Open Until Filled

See below:

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org. The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See job description attached.

Title: Permit File Clerk

Grade Level:

Department: Development Services

FLSA Statuses: Non-Exempt

Reports to: Development Services Coordinator

Job Summary

The File Clerk will be positioned within the document intensive permitting department. Applicants must be meticulous, organized and be capable of properly alphabetizing records. As an entry level position you will be provided paid training and the opportunity for advancement for motivated individuals. The file clerk is responsible for tracking all department records. Log manual files, and ensure electronic files are accurate and complete. You will take original documents and scan into system and then attach to files. Basic computer skills and the ability to learn office equipment is required. You must be very organized and focused on the details.

Essential Job Duties

- Adhere to all City policies and procedures but not limited to the Employee Handbook, in particular:
- Attendance Policy
- All Safety Policies and Procedures
- Appropriate business attire for office personnel and proper uniform attire for these departments that are so designated (Police, Fire, and Public Works Departments)
- Know on-site all City Council members, Board/Commission members and City Attorney
- Research, compile, review and maintain data for various reports, project and logs.
- Entering requisitions for various projects and purchases as needed.
- Assist Developments Services with minutes form Boards and Commission Meetings.
- Current office/business practices, procedures, equipment and business correspondence.
- Appropriate/correct English usage and vocabulary. Pleasant, professional manner, telephone & customer service oriented and interpersonal skills.
- Operate fax machine and other common office equipment. Perform related duties and special project as assigned

- Under general supervision, provides a variety of filing/clerical duties in support of Building/Inspections and the Development Coordinator offices.
- Creates new and maintains accurate and up to date street files and records for the permitting and building department.
- The successful candidate will maintain all insurance liability certificates and contractor registrations.
- Maintains the retention center logs and creates new admissions to the retention filing system.
- Maintains the subdivision documentation for all subdivisions within the city's subdivision files, Plats, Re-Plats and Mylar library.
- Data entry of all completed daily inspection reports onto SmartGov.
- The Work involves greeting citizens, helping them sign in, providing permit forms and copies of ordinances.
- Prepare reports for phone calls, inspections, walk-ins, permits issued, retrieves and logs in voicemails, prepare inspection listing for the day, answer phone calls.
- Other duties as assigned.

Education, Training, and Experience

- High School Diploma or GED
- One year of clerical, computer and switchboard experience
- Valid Driver's License issued by the State of Texas

OR

- Any equivalent combination, experience and training that provides the required knowledge, skills and abilities.
- Knowledge or experience in municipal planning, zoning, development, and code is desired.
- Must be detailed oriented.
- Must be proficient in Microsoft Office Suite including Outlook.

Emergency Operation Classification: TIER 2 [Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.](#)