

**CITY OF HAINES CITY
JOB DESCRIPTION**

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT
REPORTS TO: CODE ENFORCEMENT SUPERVISOR

CODE ENFORCEMENT CLERK

GENERAL DESCRIPTION:

Under general supervision, the purpose of this position is to provide clerical and administrative support involving Code Enforcement; assists division staff in accomplishing unit objectives. Position is responsible for preparing correspondence, handling telephone calls, preparing for meetings, and keeping accurate records.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Prepare reports, letters, memos, and meeting packets.

Assist Code Enforcement Officers with preparing and processing various applications.

Relay information received from general public to the Code Enforcement Officers.

Schedule and prepare agendas for meetings.

Provide information to public regarding ordinances and codes of the City.

Maintains a database of code violations in order to track the status of violations from issuance of notice through final resolution of each violation.

Prepares legal statutory documents related to code enforcement cases for presentation to the Special Magistrate.

Records Special Magistrate orders and liens with the Clerk of the Court.

Serves as recording secretary for Special Magistrate meetings.

Complies statistical data in order to create forms, graphs, charts, and reports to be utilized departmentally and by various local and federal governmental agencies.

Performs related work as required.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of personnel office practices, procedures and record keeping. Considerable knowledge of business English, spelling, punctuation and arithmetic. Considerable knowledge of laws, rules, policies and procedures governing City activities. Knowledge of proper telephone etiquette. Experience in general office work with excellent clerical skills; typing, data entry and various software applications. Ability to work independently, plan work schedules, prioritize work, meet deadlines and handle confidential and sensitive information. Ability to establish and maintain effective working relationships with co-workers, other City employee and the general public. Must be physically capable to perform essential functions as required.

TRAINING AND EXPERIENCE:

High School Diploma or GED required supplemented by two (2) years previous experience and/or training involving general office/clerical experience; or an equivalent combination of education, training and experience.

Revised October 2009