



Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to type with speed and accuracy, and operate a variety of standard office equipment, including typewriter computer, calculator, copier, fax, telephone, and blue print machine.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, receive and receipt fees, maintain accurate records, and prepare detailed reports.

Ability work on several tasks at the same time, and complete assignments effectively amidst frequents distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions and work with others in a team environment.

Ability to understand and follow County and Department personnel policies. II.

## II. **RESPONSIBILITY:**

Incumbent performs a variety of standard, recurring duties according to department practices and procedures, exercising judgment in determining and implementing the best methods to achieve desired results. Errors in incumbent's work are usually prevented through procedural safeguards, and are detected through standard bookkeeping checks, supervisory review, and notification from other departments, agencies, or the public. Undetected errors may result in loss of time for correction and/or loss of money to the department or public.

## III. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging information, and explaining policies and procedures.

Incumbent reports directly to the Zoning Administrator.

## IV. **DIFFICULTY OF POSITION:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, walking/standing for long periods, lifting/carrying objects weighing less than 25 pounds, bending at waist, crouching, close vision, and handling/grasping/fingering objects.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Clerk/Permit Processing Clerk for Planning Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name