

City of Wilmington



MICHAEL S. PURZYCKI
Mayor

ADMINISTRATIVE CLERK I

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SALARY GRADE: "G" – \$30,772 per year to \$40,065 per year

MINIMUM QUALIFICATIONS: Graduation from high school or GED supplemented by college course work in business, bookkeeping or clerical practices with considerable experience in office administration; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

REQUIREMENT(S): Must pass a criminal background investigation in order to obtain DELJIS certification (if needed for the job responsibilities), pre-employment physical, and drug test. Must be able to work overtime, as needed.

NATURE OF WORK PERFORMED: This position provides moderately broad administrative support requiring detailed typing, record keeping, and data entry skills. This is clerical work involving the performance of responsible and varied duties and the making of independent work decisions. Work involves the performance of difficult clerical tasks, which normally include some advisory responsibilities. Work is performed within the framework of organizational rules; deviations from the established patterns are ordinarily cleared through superiors. Work in this position is distinguished from that found in Clerk III class primarily by the broad administrative responsibilities. Work of this nature will involve frequent contact with the general public, businesspersons, and various professional and private organizations. Results of work are routed to a superior who reviews the final product.

EXAMPLES OF WORK PERFORMED (Illustrative Only): Creates correspondence and forms and/or types from copy, rough draft, or other documents. Prepares, issues, and mails (via interdepartmental, direct, certified, registered, or express) all department's correspondence, forms, certificates, and alike. Sort incoming mail and puts in employees' mail bin. Date stamps incoming documents and gives to appropriate staff person. Maintains daily, weekly, or monthly logs for tracking documents. Processes summons for violators of the City's ordinances and building codes. Receives, organizes, distributes and files reports, inspections, and complaints for field supervisors. Ensures the above items are accurate, completed, and filed. Maintains radio communications with inspectors and performs related research. Coordinates meetings and inspections between inspectors and private and professional tradesmen, property owners, and organizations. Assist any member of the community, including all City departments, in obtaining department's services. Enters data and generates complaint-tracking reports and prepares statistical information. Receives, processes, and disseminates informational messages, from either telephone calls and/or walk-ins, to appropriate staff. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge and ability to operate CCS terminal (or current information system), Microsoft Suites applications, and database software; facsimile machines, copier, telephone system, and alike. Possess excellent bookkeeping, clerical, customer service, and filing skills. Knowledge of related City codes and licenses and inspections procedures. Knowledge and experience in maintaining complex clerical records and prepare reports from various statistical and accounting information. Perform mathematical computations accurately and with reasonable speed. Type 30 words per minute. Communicate effectively both orally and in writing. Establish and maintain effective working relations with employees and the general public.

OPEN COMPETITIVE

VACANCY: DEPARTMENT OF LICENSES AND INSPECTIONS

CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT

APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): FEBRUARY 8, 2017

APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES

City/County Building, 800 French Street
Wilmington, Delaware 19801 - Telephone: (302) 576-2464
www.WilmingtonDE.gov