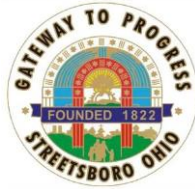


# City of Streetsboro



## POSITION AVAILABLE

Posting Date: **February 8, 2022** Deadline: **February 22, 2022**

JOB TITLE:	CLERK
DEPARTMENT:	PLANNING & ZONING
IMMEDIATE SUPERVISOR:	DIRECTOR PLANNING & ZONING
STATUS:	FULL-TIME, CLASSIFIED, NON-EXEMPT, BARGAINING
COMPENSATION:	Step 1 \$21.52/hr.

### JOB RESPONSIBILITIES:

- Confirms that projects are developed per approved plans.
- Verifies completeness of applications.
- Issues Zoning Permits/Certificates and collects appropriate application fees.
- Answers phone for Department and City main line. Takes messages or fields/answers all routine and non-routine questions.
- Arranges and sometimes participates in complex activities such as meetings, special projects, travel, etc.
- Creates and develops visual presentations and special documentation for the Department Head.
- Types and designs correspondence, conformance letters, memos, charts, tables, graphs, business plans, minutes, etc., as needed.
- Prepares and processes requisitions, purchase orders and invoices for payment.
- Maintains records in accordance with the City's records retention schedule.
- Prepares reports for the Department Head to present to City Council, Boards and Commissions of the City, and the general public.
- Provide clerical support to the Planning and Zoning Director and other Departments as needed. Assist Zoning inspector with Planning and Zoning Code and the Housing and Property Maintenance Code enforcement.
- Signs documents for Department Head, as delegated
- Sorts and distributes mail.
- Maintain and update Department City's website.
- Assist when needed as back-up for the Building Department, Water Department and other departments.
- Performs all other duties as assigned.

### QUALIFICATIONS:

- High School diploma or general education degree (GED), and one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience.
- Proficient in Microsoft Word and Excel
- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, repair manuals. Ability to write routine reports and correspondence. Ability to effectively speak, read and understand English language.
- Must possess a valid driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

**HOW TO APPLY:** : Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, and references to 555 Frost Road, Suite 100 or [Slockhart-Reese@cityofstreetsboro.com](mailto:Slockhart-Reese@cityofstreetsboro.com)

### Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)