

City of Streetsboro



POSITION AVAILABLE

Posting Date: **10/28/2022** Deadline: **Until filled**

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| JOB TITLE: | ENGINEERING CLERK |
| DEPARTMENT: | ENGINEERING |
| IMMEDIATE SUPERVISOR: | DIRECTOR |
| STATUS: | PART-TIME, UNCLASSIFIED, NON-EXEMPT, NON-BARGAINING |
| COMPENSATION: | Min \$9.30/hr. – Max \$21.52/hr. |

JOB RESPONSIBILITIES:

- Responsible for providing excellent customer service in person and via telephone, communicating in a timely and professional manner with citizens, visitors, city employees, vendors, contractors, applicants, and the public, representing the best interest of the city, anticipating needs, and resolving customer service inquiries.
- Using CitizenServe, software verify completeness of applications.
- Collects appropriate application fees for sign-off.
- Answers phone for Department. 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.
- Types and designs correspondence, conformance letters, memos, charts, tables, graphs, business plans, attend two evening meetings and type 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.
- Sorts and distributes mail.
- Maintain and update Department City's website.
- Assist other departments.
- Performs all other duties as assigned.

QUALIFICATIONS

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- High School diploma or general education degree (GED), and three (3) to twelve (12) months related experience and/or training.
- 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.

HOW TO APPLY: Application forms are available on the City's website at www.cityofstreetsboro.com. Forward a completed, signed City employment application, resume, and references to: Slockhart-reese@cityofstreetsboro.com or **HR/Dept. 9184 State Route 43 Streetsboro OH 44241**

Department of Human Resources

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

www.cityofstreetsboro.com