



**Job Title: Part Time Clerk Department of Municipal Inspections**

**Department: Municipal Inspections**

**Hours: Flexible hours up to 19 hours per week**

**Salary: \$17.00 per hour. This is a non-union position with no benefits**

**DEFINITION:**

The staff member is responsible for the various functions of the Inspectional Services Department. Employee works under the general supervision of the Director of Inspectional. The position performs routine to complex administrative and customer service functions assisting the Inspectional Services.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Has regular and ongoing professional interactions with the public as a representative of the City of Revere.
- Assists the public, city departments and elected officials by furnishing routine information.
- Assists the public in understanding and settling unpaid obligations to the City of Revere.
- Processes applications and payments for permits including but not limited to building, yard sale, dumpsters, bulk trash etc.
- Accurately collects and processes payments.
- Prepares and processes standard mailings.
- Maintains an error free record of all transactions.
- Assists with purchasing office supplies and other goods and services for the department.
- Creates reports and other documents as requested.
- General office work, including but not limited to answering the telephone, preparing responses to constituent requests, picking up the mail at the Post Office and the Water department, sorting and delivering the mail, and assisting customers at a counter.
- Research of city records.
- Performs other related duties as required.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Inspectional Services following department rules, regulations and policies to complete assigned tasks according to a prescribed time schedule, works independently and turns to the Director of Inspectional Services for guidance.

**QUALIFICATIONS:**

- Revere residency required. Waiver required for non-Revere residents.
- One to three (3-5) years of general office, administrative and/or customer service experience.
- Associate's or Bachelor's degree preferred.
- Ability to speak Spanish preferred.

**KNOWLEDGE, ABILITY, AND SKILLS:****Knowledge:**

- Candidate will be expected to learn standard operating procedures utilized by the department.
- Knowledge of general office skills and administrative processes.

**Abilities:**

- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets in order to analysis data.
- Ability to work effectively in a fast paced environment.
- Ability to multi task in a fast paced environment

**Skills:**

- Skilled in using automated systems and the Microsoft Office suite of products.
- Computer operation, automated data processing and software skills.
- Creative thinking, listening and problem solving skills.

**WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to [jobs@revere.org](mailto:jobs@revere.org) by 5:00 PM Friday, January 18, 2019.