



*The City Beautiful*

## **City of Coral Gables Job Description**

<b>Job Title:</b>	Code Enforcement Assistant	<b>Prepared Date:</b>	09/2013
<b>Department:</b>	Development Services	<b>Approved By:</b>	Jane Tompkins
<b>Classification:</b>	1135		Elsa Jaramillo-Velez
<b>Pay grade:</b>	15C		Patrick Salerno
<b>FLSA:</b>	Non-Exempt		

### **Summary**

Performs clerical work in the Code Enforcement Division of the Development Services Department.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prepares Code Enforcement Board/ Ticket Hearing/ Special Master agenda.

Records proceedings of Code Enforcement Board/ Ticket Hearing/ Special Master hearings. Records hearing decisions in the City's software program.

Prepares code enforcement hearing files. Maintains post hearing files.

Records code enforcement related liens. Processes releases of liens.

Prepares property lien searches.

Logs code enforcement inspection results into the City's computer system. Responds to radio calls from other departments/divisions regarding code enforcement related issues.

Calculates and collects fees. Maintains various records and compiles a variety of reports.

Assists with duties as directed by the Code Enforcement Director.

Answers phones.

Assists walk-in customers, including City staff and the public.

Orders office supplies.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

**Knowledge, Skills, and Abilities**

Good oral and written skills are required. The ability to work independently and also as part of a team. Good organizational skills needed to maintain records, complete complex forms and maintain filing systems. Must be proficient in Microsoft Word, Outlook, and Excel. Professional interpersonal skills required to interact with the general public.

Bilingual (English/Spanish) is preferred.

**Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects. Must be able to read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education and Experience**

A high school diploma or equivalent is required. Three years of office experience is desired.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License.