

**City of
EDMONDS
Washington**

BUSINESS LICENSE CLERK

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|-------------------------|--------------|---------------------|-------------|
| Department: | City Clerk | Pay Grade: | NE-7 |
| Bargaining Unit: | SEIU | FLSA Status: | Non Exempt |
| Revised Date: | October 2012 | Reports To: | City Clerk |

POSITION PURPOSE: Under administrative direction, performs a variety of office and accounting assistant support for the City Clerk’s Office; processes and issues various business licenses; processes special event applications, processes all City incoming and outgoing mail and distributes/disburses appropriately; enters payroll data for the City Clerk’s staff and all personnel related data into system for City departments; maintains key inventory for all City Hall staff; assists with public records requests and copies and assembles Council packets as needed; provides daily relief at the front counter for lunch, breaks, scheduled vacation and other support as needed; and prepares and provides various required reports according to established timelines.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes new business license applications; works with all reviewing departments to obtain approvals and follows up with applicant when required and issues the license upon approval.
- Maintains the database of the licenses and provides reports as scheduled/requested.
- Processes renewals and follows up on delinquent licenses and specialty licenses with reminder letters, processes special event applications; routes the applications to appropriate departments for approval and sends follow up letters to the applicant with the department’s requirements, comments or approval.
- Processes all incoming and outgoing City mail and distributes/disburses appropriately.
- Processes purchase orders for the postage machine; replenishes the bulk mail account as needed.
- Enters payroll data for the City Clerk’s staff and prints associated reports, processes personnel related data and enters into system for all City staff including new employees, seasonal and full time staff.
- Processes the department invoices for payment.
- Maintains key log/inventory to track keys issued to City Hall employees; coordinates with employees who are resigning or retiring from the City, as well as new employees, to obtain/distribute keys as well as obtain appropriate signatures.
- Assists with public records requests and copying and assembling Council packets as needed.
- Provides relief and coverage at the front counter for lunch, breaks, scheduled vacation, and other support as needed.
- Processes purchase orders for business cards ordered by City Departments; prepares and provides various required reports according to established timelines.

Required Knowledge of:

- Functions, activities and responsibilities of the City Clerk’s Office.

JOB DESCRIPTION

Business License Clerk

- U.S. Postal Service processes and procedures including operation of postage machine and types of postage.
- City departments and their functions and services.
- Methods, procedures and terminology used in clerical and accounting assistant work.
- Basic accounting practices, procedures and terminology and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Effective oral and written communication principles and practices, including customer service.
- Basic report preparation.
- Modern office procedures, methods, and equipment including; computers, computer applications and assigned software.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing various accounting assistant and office/clerical support activities as assigned.
- Operating a computer to enter various data and generating reports.
- Maintaining records and preparing basic reports.
- Meeting schedules and time lines.
- Making arithmetic computations with speed and accuracy.
- Monitoring funds in the postage machine and requesting same when needed.
- Maintaining basic accounting and other logs, records and reports.
- Meeting schedules and legal time lines.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with others.
- Communicating effectively verbally and in writing, including providing excellent customer service.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and two years of experience in bookkeeping or accounting support or responsible administrative office or clerical support experience that includes heavy customer service experience; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

May be required to obtain a Records Management Certification within a specified period of time after hire.
Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment
- Constant interruptions

JOB DESCRIPTION
Business License Clerk

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____