

# VACANCY ANNOUNCEMENT



## CITY OF MOUNT VERNON, NEW YORK

### MAYOR RICHARD THOMAS

**POSITION:** Building Clerk

**DEPARTMENT:** Department of Buildings

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The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

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**OPENING DATE:** 02/01/2019

**CLOSING DATE:** 02/15/2019

**SALARY RANGE:** \$ 34,319.52 - \$50,281.41

**RESIDENCY REQUIREMENTS: MUST BE RESIDENT OF MOUNT VERNON, NY**

**APPLICATION INSTRUCTIONS:**

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: [CityofMountVernonHR@cmvny.com](mailto:CityofMountVernonHR@cmvny.com)

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**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, incumbents of this class perform a wide variety of data entry function of a complex nature associated with the Buildings Department and its programs. This position requires skill in the operation of a computer using various software applications. The incumbent is expected to be capable of exercising independent judgement. Incumbents of this position have a considerable amount of public contact in person and over the phone. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Data entry (Process multiple applications on a daily basis and cross reference information within the City of Mount Vernon's data system), file property data in a complex and expansive document filing system;
- Provides general administrative/clerical support service to enhance the operation of the department;
- Assist in the preparation process of permits being granted and reviewed;
- Prepare issued permits for the month to be reviewed by the Assessor's Office
- Assist with the preparation and processing of certificate of occupancy and tenancy applications i.e. gathering signatures, following up with inspectors and providing assistance with the process to the public when needed;
- Provide copies of approved plans for customers when requested;
- Handling of sensitive documents concerning confidentiality and homeland security;
- Uses computer applications such as spreadsheets, word processing, and calendar, email and database software in performing work assignments;
- Collects screens and routes incoming mail correspondences to appropriate party and prepares outgoing mail and material;
- May receive the public applying for permits;
- Answers the telephones and refers callers to the right part.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Good knowledge of the community and New York State service agencies; Working knowledge of public information and public relations techniques; Ability to establish and maintain effective working relationships with others;
- Proficient with various computer programs; Access and Internet; Provide efficient and comprehensive customer service assistance with documents required for acquiring many types of permits;
- Ability to work under pressure by displaying consistency in handling various types of clerical responsibilities;
- Candidates must have a good knowledge of business arithmetic and English; Good knowledge of office terminology, procedures and equipment;
- Ability to operate routine office equipment; Ability to understand and follow oral and written directions;
- Ability to write legibly; Clerical aptitude; Ability to deal with the public, tact and courtesy, integrity and honesty and physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

(A) Graduation from High School or possession of a High School Equivalency Diploma PLUS (3) years of complex clerical experience which must have involved the use of computer applications to maintain records.