

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Compliance/Records Specialist	Department:	Neighborhood Code
Requisition Number:	2022222		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$22.2454 per hour
Date Posted Up:	7/5/2022	Date Posted Down:	7/11/2022
Time Up:	9:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of the Office Supervisor, the incumbent prepares correspondence to property owners notifying them of violations and/or specific instructions or information and provides secretarial services for the department. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Document Management, Processing and & Analysis

- Maintains computer database (Accela and Excel) on inspections and related information;
- Maintains files (including filing), sends correspondence and handles related paperwork on inspections, inspection results, and Order to Repair hearings;
- Creates and maintains case management data files;
- Performs case tracking activities and system diagnostic activity;
- Establishes and maintains computerized case management files with specific data pertaining to each case as assigned;
- Collects statistics for monthly and quarterly reports;

Information/Communication

- Schedules appointments and prepares all forms of daily violation letters;
- Exhibits excellent customer service skills;
- Assists with telephone and radio communications as needed;
- Communicates effectively both orally and in writing.

Department Support

- Types accurately at a rate of 35 words per minute;
- Ability to multi-task with a strong attention to detail;
- Coverage of front desk duties as needed;
- Proficient in the use of office equipment: copier, printer, scanner, fax

MARGINAL FUNCTIONS

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

No supervisory skills are required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education and experience equivalent to an Associate Degree with emphasis in Business Administration or a related field;
- Two years experience in computer skills application, including Windows, Microsoft Office and Outlook.

OTHER SKILLS AND ABILITIES

- Ability to organize the workload on a daily basis;
- Ability to read and understand policies, rules and regulations, laws, instructions;
- Ability to communicate with the public in a professional and courteous manner;
- Ability to cross-train for other jobs within the same classification.
- Ability to work well in a team environment

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The incumbent must have the ability to write routine reports and correspondence. The incumbent must be able to speak effectively before groups of customers or employees of organization. The incumbent has contact with departmental staff other government agencies and the general public to explain policies, provide information and maintain coordination within the department.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

The incumbent must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The incumbent's work consists of moderately complex, relatively standardized tasks, processes or guidelines requiring practical application of customary practices that are directly relevant to assignments. Some improvisation of methods is required when problems and questions arise.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. No special vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise levels are usually moderate due to computers and other various office equipment. The incumbent works in a regular office environment and is normally seated or standing at will.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.