

## Middletown, CT Job Description

<b>Classification Title</b>	Records Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to perform clerical and bookkeeping functions in support of department operations. ~~The work is performed under the direction of the Chief Building Official.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists the Chief Building Official, Inspectors, contractors and the public in processing building, electrical, plumbing, heating, air conditioning, sprinkler and excavation permits, building applications occupancy certificates and Fire Suppression permits. ~~May s~~Signs letters of completion, certificates of occupancy and bank letters as needed.
- ~~Maintain general knowledge of Connecticut Building Code & Zoning Regulations.~~
- ~~Maintains and prepares records of all permits, inspector schedules and daily cash transactions for division.~~
- Schedules inspections and appointments. ~~;~~mMaintains calendars and enters results of inspections.
- Prepares, types, transcribes and completes reports and correspondence. ~~;~~computer and pPrepares statistical, permit and financial reports. ~~Responsible Prepares~~ Common Council report needed for city education fee and~~&~~ quarterly report/payment for the State Education Fee.
- Performs bookkeeping functions. ~~;~~eCollects fees for permits and prepares daily cash transactions on spreadsheets. ~~Treasurer's receipt forms along with revenue account numbers.~~ Receives and reviews information regarding purchase orders, invoices and pays bills.
- ~~Responsible for ensuring that no building permit applicator has delinquent taxes (real estate, motor vehicle or personal property).~~ Prepares audit and inventory reports.

## Middletown, CT Job Description

<b>Classification Title</b>	Records Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- ~~• Responsible for ensuring that new properties are added to the Tax Assessor's Office.~~
- ~~• Checks contractors' licenses and registrations.~~
- Greets, screens, assists and directs callers and ~~visitors; provides~~visitors. Provides information, applications and directions. ~~;~~Takes and relays messages. Trains and supervises clerical office staff.
- ~~• Maintains office information system to record the status of building applications, inspections and reviews; enters and retrieves data and information; maintains files, records, databases and spreadsheets.~~
- ~~• Orders and maintains inventory of office supplies and equipment.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent and at least three years with vocational/technical training and five years of responsible clerical experience ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

### PREFERRED QUALIFICATIONS

None.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the a~~Ability to perform ~~mid-level~~mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. ~~Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

## Middletown, CT Job Description

<b>Classification Title</b>	Records Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as permits, applications, reports, records, purchase orders, invoices, correspondence and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with the Chief Building Official and all department personnel, other City departments, the State of Connecticut, contractors and the public.~~Knowledge of Connecticut Building Code and Zoning Regulations
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~Knowledge of types of inspections
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit

## Middletown, CT Job Description

<b>Classification Title</b>	Records Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## Middletown, CT Job Description

<b>Classification Title</b>	Records Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **WORKING CONDITIONS**

*The working conditions 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.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/12/15
<b>Dates revised</b>	