

Job Title: Housing Clerk – Interim
Non-Exempt
Normal Operating Hours: Monday – Friday
8:30 – 5:00

SUMMARY:

Under the direct supervision of the City Administrator, this position works with code enforcers to ensure compliance with City regulations of zoning, housing, safety, health, public nuisance and building codes. This position requires the ability to follow instructions, work independently, have initiative and exercise good judgment.

DUTIES AND RESPONSIBILITIES:

1. Issuing occupancy permits to new residence that moves into the Pine Lawn area
2. Assist customers with questions regarding permits and inspections
3. Verify existing occupancy permits to existing residence
4. Work with City Clerk to ensure all inspections are done prior to issuance of business licenses, where applicable
5. Set residential and commercial inspection appointments for the Building Commissioner and/or St Louis County Code enforcers
6. Write code violations to residence of Pine Lawn for public nuisances
7. Place liens on vacant nuisance houses and lots
8. Work with Title/Real Estate companies to verify existing liens
9. Verify occupancy permits for utility companies
10. Maintain municipal housing files
11. Generate work orders for Public Works Dept. as required
12. Call Animal Control when citizens call with complaints/concerns
13. Take money, balance ledger and prepare bank deposits
14. Ensure any money not deposited into the bank is turned over to the City Clerk and to be placed into City's safe.
15. Assist other office staff in answering the phones, greeting visitors and giving directions within City Hall
16. Any other duties assigned.

MINIMUM JOB REQUIREMENTS:

Minimum High school diploma or GED equivalent and 2 years of municipal experience, preferable in Housing. Proficiency with various computer applications. Ability to establish, maintain and cross training effectively with other departments within the Municipality. Must have the ability to meet with the public tactfully and courteously and the ability to communicate effectively.

Interested candidates should send your resume to: Janice M. Jones, City Administrator @ jjones@pinelawn.org