

NOTICE TO LOCAL #1310 EMPLOYEES

SUBJECT: JOB VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **CLERK**, Department of Economic and Community Planning and Development , Office of Building, Housing, and Improvement will be accepted in the Bureau of Human Resources from May 13, 2008 through May 19, 2008. Applicants who wish to be considered for this position shall submit a standard application to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

- 1. RATE OF COMPENSATION:**
 - a. The 2008 salary range for this position is \$28,670.00 to \$33,729.00.00 for current bargaining unit members. Newly hire bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.

- 2. HOURS OF WORK:**
 - a. Hours of work vary between 8:00 a.m. to 5:00 p.m., total of seven and half (7.5) hours per day; one (1) hour paid lunch period.

- 3. DUTIES:**
 - a. Issue building permits and input data relative to same into the computer system.
 - b. Assist the public in the office and by telephone
 - c. Process and prepare receipts for Buyer Notification Inspections.
 - d. Maintenance of contractors licenses including the billing and collection of fees for these licenses.
 - e. Maintain and process sewer tie-in/tap-in permit program.
 - f. Issue pave cut permits, bill and collect fees for these permits.
 - g. Process all permit parking requests and address renewal issues.
 - h. Attend Traffic Committee Meetings and electronically record and reproduce minutes of meeting.
 - i. Aid the building, plumbing and electrical inspectors in the discharge of their duties.
 - j. Maintain all books, records and files, including drawings and specifications permanently or temporarily filed.

- k. Maintain comprehensive records of applications, permits issued, certificates issued, inspections made, reports rendered, and notices or order issued.
- l. Issue a monthly report of the number of permits issued and the cost of all new construction and building repairs.
- m. Collect and report all cash received by the Bureau in regard to the issuance of permits and the licensing of all contractors.
- n. Must maintain all records pertaining to the purchase of equipment and supplies and the processing of invoices for the same.
- o. Must schedule all property inspections.
- p. Inspecting and issuing reports for the buyer notification program on an as needed basis.
- q. Maintain a computerized list of all licensed contractors.
- r. Must be able to answer telephone and office questions regarding the operations of the housing office.
- s. Must maintain employee time records and all bureau files.
- t. Maintain confidentiality of all materials/information.
- u. Other related duties as assigned.

4. QUALIFICATIONS:

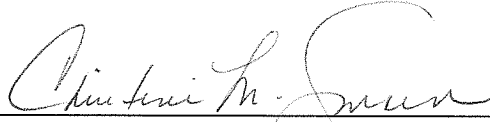
- a. Excellent organizational skills.
- b. Experience using personal computer including Microsoft EXCEL, and WORD, Pentamation.
- c. Ability to work efficiently and courteously with the public.
- d. Must possess excellent written and oral communication skills.
- e. Forty-five (45) words per minute typing ability with minimum errors.
- f. High school diploma or equivalent.
- g. Ability to maintain confidentiality with all information.
- h. Ability to work with minimal supervision.
- i. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, climbing, walking, bending, and stooping.
- b. Position requires work within an office environment with little exposure to the outside elements.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
Director of Human Resources
May 12, 2008

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.