



## City of Moody Job Description

**JOB TITLE: Inspection Department Administrative Clerk**  
**DEPARTMENT: Inspection Department**

*Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.*

### **GENERAL SUMMARY**

The Inspection Department Administrative Clerk's primary role is to provide support in the Inspection Department with administrative needs. The Inspection Clerk will assist with general administration, communications and database duties specific to the Inspections Department. This classification is a part-time, non-exempt, hourly position and will have no supervisory responsibility. Not to exceed 29 hours per week.

### **SUPERVISION**

Under the general direction of the Inspection Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

1. Adhere and comply with the City of Moody Policy and Procedures Manual.
2. Assist Inspector and Inspections Department Administrative Manager with administrative duties.
3. Prepare invoices to be approved by Inspector and sent to Accounts Payable.
4. Answer phone and check voicemail relaying messages to the correct person in a timely manner
5. Assist in preparation of packets for Planning Commission Board
6. Assist in preparation of packets for Zoning Board of Adjustments and Appeals
7. Serve as liaison for the City Inspector and contractors
8. Assist in scheduling inspections efficiently
9. Complete the process of Food Truck permits to approval
10. Process Homebased Business applications
11. Accurate record keeping to update and maintain zoning book
12. Key permits in Delta program (Building, Mechanical, Plumbing, Gas, Electrical, Storm Water, Signs, Utility and Food Truck)
13. Transfer building plans to a digital format
14. Maintain and update HOA files
15. Process payments for permits
16. Maintain a clean and organized work space including the archive room.
17. Interact with customers in a friendly and professional manner.
18. Promote a team work environment.
19. Assist Public Works with invoices.

**LICENSE & CERTIFICATIONS**

Possession of a valid Alabama Driver's License or ID

**EDUCATION & TRAINING**

High School Diploma or equivalent

**ABILITY TO:**

Must be able to work non-standard hours as required

Pass a drug test and criminal background screening.

Occasionally lift, move, carry and push/pull objects weighing up to 25 pounds

Ability to listen, understand, retain, follow, and apply verbal and written instructions or directions.

Establish and maintain cooperative working relationships with others.

Respond courteously to public inquiries.

Ability to work with Microsoft Office applications and to input basic information into department software databases.

*I hereby acknowledge receipt and acceptance of the job description by signing my signature below.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date