

## **CITY OF ELEPHANT BUTTE - JOB DESCRIPTION**

**Position:** Clerk/Land Use Assistant, Part Time  
**Status:** Exempt

### **General Statement of Duties**

Under the direct supervision of the City Clerk/Land Use Administrator, the employee will act as an Administrative Assistant, answers the telephone, assists with filing, posting public notices, assemble meeting packets with the Clerk, receive in applications for permitting, assists the Land Use Administrator and City Clerk with other duties as assigned. This position may also be required to attend and document meetings, such as Lodgers' Tax Advisory Board, etc.

### **Typical Functions**

- Customer service in person, telephone, and email correspondence.
- Receiving in General Land Use applications.
- Filing and file maintenance.
- Learn and understand the City Code.
- Aiding in compiling reports for meetings.
- Aid with standard errands – Post Office, County Office, Site Inspections
- Meeting attendance and documentation at times.

### **Typical Skills**

- Strong customer service skills.
- Computer, typing and language skills.
- Strong organizational skills.
- Must be able to multi-task.
- Able to read and understand mapping.
- Self-starter.

### **Minimum Qualifications**

The Assistant shall be knowledgeable in Microsoft programs; word, excel, power point, publisher, outlook. The assistant shall have a basic knowledge of record keeping and filing. The Assistant must be willing to be trained to use the city software.

### **Supervision Received**

Work is performed under the direct supervision of the City Clerk/Land Use Administrator.

### **Physical Demand of the Position**

While performing the duties of this position, the employee will be working mainly indoors with occasional outdoor. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, drive; type; and lift (no more than 20 pounds.)

### **Pre-Employment Requirements**

Must be able to pass a pre-employment drug screen.

**Compensation Type:** Hourly pay / every two weeks

**Exemption Status:** Exempt, at will employee