

CITY OF TAFT

CLASS TITLE: GRANTS AND RECORDS ASSISTANT

Salary Range 23.1
\$1111- \$1350 Bi-weekly

BASIC FUNCTION:

Performs a variety of para-professional and clerical administrative assignments including keeping official records and providing administrative support for the Records/Grant Administrator and other staff as necessary. The incumbent is expected to provide information and support to the public regarding a variety of grant and/or loan programs offered by the city including First Time Homebuyer and Housing Rehabilitation Programs.

This position also provides para-professional and clerical support for the maintenance of city records and for the City Clerk including the preparation and distribution of agendas, materials, minutes, records of meetings; advertisements, bid openings and legal notices along with election and campaign support.

This position is designated as a confidential classification and is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas, and performs other job related assignments as required.

Reports To:

Records / Grant Administrator

Supervises:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine and complex clerical and administrative support including answering telephones, assisting the public, and providing information and customer assistance.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Effectively operates a variety of office machines including computers and software related to the areas of assignment.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May be required to attend regular and special City Council meetings; record accurately the proceedings; prepare the minutes, and distribute information as requested.

Provides a variety of administrative support to the City Clerk including the functions and responsibilities of a Deputy City Clerk.

Assembles and prepares meeting agendas and related materials, assists in posting and publicizing for meetings, bids and other legal notices.

Assists with or prepares drafts of proclamations and commendations as required.
Assists with Public Records Act requests and compliance.

Provides assistance with election processes and required ongoing campaign compliance.

Inputs data to standard office and department forms and compiles data for various reports.

Maintains City documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Schedules appointments, and performs other administrative and clerical duties.

Markets housing programs, meets with the general public, homeowners, contractors, and community groups to explain the details and benefits of city programs and secure participants.

Performs year round maintenance of loan files in the city portfolio, annual certifications of loans and annual long term monitoring of affordable housing projects.

Works with applicants explaining eligibility requirements and income guidelines and assists the program participants to resolve various issues, such as, title problems or outstanding liens against the property in order to assure adequate security for loans.

Obtains pertinent information on applicants including sources of income, characteristics of property ownership, indebtedness, income, and verifies information on application.

Performs office and field work in preparation of forms for assistance to applicants; determines eligibility of applicants according to income, credit history, debt ratio, equity and/or other criteria in comparison to program guidelines.

Gathers necessary data and prepares notes, trust deeds, affidavits, and other documents required for loan processing.

Work with and control sensitive and confidential information.

Establishes and maintains respectful, effective and cooperative working relationships with those contacted in the course of work.

PERIPHERAL DUTIES

Serves as backup cashier including receipting of payments and various other payments.

Issues routine permits.

Operates a vehicle to run errands.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Clerical and department work practices, procedures, programs, services, policies, and regulations.
- Correct English usage, grammar, sentence structure, spelling, vocabulary and punctuation.
- Basic mathematical functions.
- Modern office methods and practices including filing systems, business correspondence, and reception techniques.
- Business report writing and customer service techniques.
- Common word processing, spreadsheet, and database software packages.
- Real estate, housing rehabilitation and mortgage loan terminology

Ability to:

- Understand and carry out oral and written instructions.
- Exercise good and independent judgment in determining and selecting appropriate process and responses.
- Prepare and maintain accurate reports and records.
- Read and apply complicated laws, regulations and codes.
- Interact with people of varying socioeconomic and educational backgrounds.
- Deal tactfully and courteously with fellow employees, members of other agencies and the general public.
- Organize work and carry out assignments with minimum supervision.
- Proofread material.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- Perform cashier duties accurately.
- Communicate effectively verbally and in writing; ability to handle stressful situations.
- Work with and control sensitive and confidential information.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping

and

One (1) year of experience working with municipal records or grant funding is desirable

Must possess and maintain a valid California Drivers License.

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

TOOLS AND EQUIPMENT USED

Multi-line phone; personal computer including word processing and document storage software; copy machine; postage machine; fax machine; calculator; and city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and are typically situated in a standard office environment. However the need for leaving the office to perform field work including visiting job sites and attending trainings and meetings will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.