DEVELOPMENT CLERK

DEPARTMENT: Development
REPORTS TO: Director of Development
EXEMPT/GRADE: Non-Exempt / Grade 16

DEFINITION
Under general supervision, performs responsible clerical work for the planning and implementation of housing development and rehabilitation activities. Assignments are generally routine in nature or closely related within the framework of established policy.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES
- Prepares and processes various records and reports such as purchases orders, daily work reports, service requests, payroll sheets, certified payroll, work orders and workload reports.
- Compose and prepares correspondence and other written materials such as bid documents, bid specifications, requisitions, reports, and labels.
- Performs record keeping and ensures contractor compliance with the requirements of the Authority’s development projects.
- Ensure compliance and assist with department audits.
- Maintain electronic and written files.
- Monitors and processes contractor payment requests, bid documents, payroll data and monitors for compliance.
- Prepares change orders from information submitted by contractors and other staff members.
- Utilizes computer to input data and prepare reports.
- Types reports and forms as necessary.
- Compiles statistical data.
- Prepare, review and submit reports to Federal, state and local agencies.
- Establishes, maintains, revises and updates departmental filing systems.
- May prepare and analyze various reports for management.
- Performs related work as required.

EMPLOYMENT STANDARDS

1. MINIMUM EDUCATION AND EXPERIENCE
   - Graduation from high school or equivalent.
   - A minimum of two years of increasingly responsible experience in clerical office work, construction, planning, and/or engineering.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES
   - Knowledge of English usage, spelling, punctuation, and grammar.
   - Knowledge of modern office procedures, systems and equipment.
   - Knowledge of record maintenance, arithmetic, bookkeeping and basic accounting.
   - Knowledge of procurement policies.
   - Ability to use various computer programs accurately and efficiently.
   - Ability to communicate tactfully and effectively in both written and verbal form in English, and preferably also in Spanish.
   - Ability to maintain effective working relationships with Housing Authority employees, residents, other agencies, vendors, and the general public.
   - Ability to communicate clearly and effectively with staff and outside vendors.
   - Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

3. ADDITIONAL REQUIREMENTS
   - Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, and calculators.
   - Must be able to lift and/or carry objects and/or materials up to 25 lbs.
   - Ability to travel to different sites and locations as required to perform job requirements or obtain agency-directed training.
   - Possession of a valid Nevada driver’s license with a good driving record.

Revised: 03/20
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