

# COASTAL ZONE MANAGEMENT CLERK I



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| <b>Department:</b>  | Public Works               | <b>Reports To:</b>       | CZM Administrator       |
| <b>Division:</b>    | Coastal Zone Management    | <b>Location:</b>         | Galliano Annex          |
| <b>FLSA Status:</b> | Non-Exempt                 | <b>Classification:</b>   | Full-Time/Civil Service |
| <b>Approved By:</b> | Public Works Administrator | <b>Date of Approval:</b> | October 2002            |

**Pay Grade Level:** 1

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## JOB SUMMARY

Responsible for the performance of a variety of routine and basic complex clerical duties required in the daily administration of the Lafourche Parish Coastal Management Division which includes scheduling appointments, providing information to callers, and relieving supervisory personnel of routine clerical work by performing the following duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Director
- Composes and types routine correspondence
- Maintains listing and tagging system of equipment and furniture inventory
- Prepares agendas, meeting notices, minutes, and meeting packets for the CZM Advisory Committee monthly meetings. Ensures publication of notices and minutes in Official Journal and maintains records of all legal and public advertisements
- Assists in the preparing of bid specifications and associated documents for the purchase of supplies, equipment, and/or materials needed in facilitation of the various CZM programs and projects
- Assists in the preparation of reports on the activities of the CZM Program
- Organizes and maintains file system and files correspondence and other records
- Answers and screens Administrator's phone calls
- Handles purchasing of supplies and equipment

- Coordinates Director's schedule and makes appointments
- Greets scheduled visitors and directs to appropriate area or person

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Receives and refers citizen complaints and requests for information concerning coastal zone and floodplain management regulations and requirements
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general education degree (GED); or one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.

**Language Skills.** Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write short correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

### **OTHER SKILLS AND ABILITIES**

- Must have thorough knowledge of the methods, practices, and procedures in general office practices and procedures, which also include proficiency in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; thorough knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to type at least 40 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other materials.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.