



City of Wichita
Illegal Dumping Clerk

SALARY	\$15.25 - \$21.55 Hourly	LOCATION	MABCD Administrative Office - 271 W. 3rd St., KS
JOB TYPE	Full-time	JOB NUMBER	Clerk 2 B Illegal Dumping
DEPARTMENT	Metropolitan Area Building and Construction	DIVISION	MABCD Inspection
OPENING DATE	10/27/2023	CLOSING DATE	11/5/2023 11:59 PM Central

Distinguishing Features of Work

This is clerical work which requires the application of judgment based on knowledge gained through experience. This position will be held accountable for all documents, properties, photos, and reports that are collected, processed, and/or transported by it. Decisions are made in accordance with established policies and procedures. Difficult and important work is performed under close supervision. The employee is responsible for work that is repetitive.

The days and hours for this position: Monday-Friday, 8:00am - 5:00pm

Bargaining Unit: Service Employee's International (SEIU)

*****Employees within the department or division shall be given first consideration****

Examples of Work Performed

- Answers telephones and/or greets visitors, gives information, takes messages, and schedules routine events.
- May maintain vendor accounts and related records; checks the accuracy of contractor billing against controls and prepares routine transaction reports.
- Processes incoming illegal dumping complaints including description, photos and estimated cubic volume.
- Originates work orders for illegal dumping pick up.
- Assigns work orders to contractors on weekly basis.
- Reconciles completed work orders with vendor billings.
- May maintain operating and production records, accounts, and financial statements
- May operate office machines; may type memoranda, letters, forms, and other documents.
- These examples are not intended to be all-inclusive.
- Other related duties and responsibilities may be assigned as needed.

Requirements of Work

- Working knowledge of office practices and procedures, as well as office etiquette.
- Ability to make mathematical computations with speed and accuracy.
- Ability to maintain complex clerical records.

- Ability to understand applicable policies and procedures and to exercise good judgment in making decisions in accordance with ordinances, codes, and regulations.
- Ability to follow oral and written instructions.
- Ability to write legibly.
- May require attainment of passing score on pre-employment typing test.
- Ability to develop and maintain effective working relationships with associates.
- Ability to communicate clearly and effectively, both orally and in writing.
- May require ability to acquire and maintain a valid Kansas driver's license.
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.
- Ability to maintain detailed spreadsheets.
- Ability to organize and manage data, including photos and emails.

Required Experience and Training

- Must be 18 years of age or older
- One year of experience performing clerical duties, which includes maintenance of simple records and answering the telephone
- Must have years of experience in computer hardware/software and information systems/technology applications.
- The ideal candidate must possess the capability to efficiently organize and manage data. This includes not only structured data in spreadsheets but also unstructured data such as photos and emails. The ability to maintain a systematic approach to data management is crucial.
- Must have experience in developing and maintaining effective working relationships with both internal and external associates
- Must be legally authorized to work in the United States without the need of a sponsorship.
- Attainment of passing scores on pre-employment tests.

Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory evaluation of the results of a criminal record check. Must be legally authorized to work in the United States without the need of a sponsorship.

Agency

City of Wichita

Address

455 N. Main

Wichita, Kansas, 67202

Phone

316-268-4531

Website

<https://www.governmentjobs.com/careers/wichita>

Illegal Dumping Clerk Supplemental Questionnaire

*QUESTION 1

I am a current City of Wichita employee.

- Yes
- No

*QUESTION 2

At the time I am completing this application I am 18 years old or older

- Yes

No

***QUESTION 3**

The following verifies my years of experience performing general clerical duties that include typing, filing and answering the telephone:

- Less than 1 year
- 1 to 2 years
- 3 to 5 years
- More than 5 years
- I do not have any experience performing general clerical duties that include typing, filing and answering the telephone

***QUESTION 4**

Briefly describe your experience developing and maintaining productive working relationships with both internal and external clients. Highlight how your communication skills has positively how this form of communication has contributed to your success in your role. If no experience, type N/A

***QUESTION 5**

I have the following years of experience in computer hardware, software, information systems applications, procedures, as well as camera operations and mechanics:

- Less than 1 year
- 1 - 2 years
- 3 - 4 years
- +5 years
- I do not have any experience in computer hardware, software, information systems applications, procedures, as well as camera operations and mechanics

***QUESTION 6**

I have the following years of experience with data organization and management:

- Less than 1 year
- 1 to 2 years' experience
- 3 to 4 years' experience
- +5 years experience
- I do not have experience with data organization and management.

***QUESTION 7**

I understand this position will require clerical or administrative testing. I confirm I am willing and able to proceed with the required testing for this position.

- Yes, I am willing and able to proceed with the required testing for this position.
- No, I am not willing and able to proceed with the required testing for this position.

***QUESTION 8**

I am legally authorized to work in the United States without sponsorship.

- Yes

No

* Required Question