POSITION DESCRIPTION

POSITION TITLE: **Licensing Clerk**
DEPARTMENT: City Clerk
DIVISION: Administration
FLSA: Non-Exempt
RETIREMENT: KPERS
EFFECTIVE DATE: January 16, 2025

GENERAL PURPOSE

Responsible for issuing and maintaining licenses and permits. Serves as primary point of contact for special event registrations. Performs a variety of clerical work such as word processing, filing, calculations, providing assistance to walk-in customers, answering incoming phone calls and receipting of money.

SUPERVISION RECEIVED

Works under the direct supervision of the City Clerk. Works under the general supervision of the Deputy City Clerk.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

Licensing Operations:

- Issues all occupational licenses for firms conducting business in Leavenworth. Reviews fee schedule to determine proper fees and collects license fees from applicants as required. Issuance of licenses to include: liquor or cereal malt beverage licenses, massage licenses, vehicle for hire licenses, special use permits, dog licenses, alarm licenses, food handler permits, garage sale licenses, health permits and several other licenses.
- Prepares and records licensing related entries to the City business licensing system.
- Annually notifies all licensed firms of renewal requirements. Collects non-renewal penalties as indicated by ordinance. Issues delinquent letters to firms that do not renew.
- Prepares complaints to be submitted to Municipal Court for those businesses that have not renewed or are in violation of the Code of Ordinances.

Cashier Operations:

- Receipts monies from licensing, permits, and other miscellaneous revenues.
- Balances daily cash drawer to receipts. Maintains associated internal controls for cash receipts. Responsible for cash receipts, daily balances, monthly, quarterly and yearly reports.

Special Events:

- Coordinates various special events, parades, and closures for street, sidewalk and parking lots and notifies appropriate City Staff of such activities.
- Gathers necessary documents for any costs associated with staff or equipment for special events and provides to the City Clerk to process applicable billing for reimbursement to the City.

Other Duties:

- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers to appropriate person when applicable; answers phones; and provides customer assistance.
- Assists with citizen complaints, requests for service/information, to include open public records request.
- Composes, types, and edits correspondence; may prepare as directed policy reports, license reports, proclamations, resolutions, ordinances and other material requiring judgment as to content, accuracy, and completeness.

- Operates various office equipment.
- Enters data into the computer and keeps accurate records/reports.
- Maintains documents, files and records and assists with City Clerk department's records retention.
- Assists with Senior Rebate Program.
- Assists with mail distribution, accurately metering outgoing mail and maintain the postage meter.
- Develop and maintain an effective working relationship with other city employees, departments, city attorney and city commissioners/officials.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- Register Citizens to vote.
- May assist other departments/divisions with administrative functions as needed.
- May assist with billing and collection of City's accounts receivable including but not limited to: inspections and building permits; landfill or solid waste service charges; sewer charges to the federal institutions; damages to City properties; and other various charges and services rendered by the City, as directed.
- Call city commissioners or citizens when needed.
- Attend City Commission meetings and take notes when needed.
- May serve as a member of various employee committees as appointed or directed.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent.
- Two years' experience in performing administrative or general office and clerical duties.
- Must be able to type **40 WPM** and have experience with Microsoft Word, Excel, and Access.
- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy

Necessary Knowledge, Skills and Abilities:

- Working knowledge of modern office principles, practices and tools/equipment; and knowledge of statutes and ordinances pertaining to duties.
- Ability to make decisions in accordance with Municipal Codes, Ordinances and Regulations and to apply departmental policy in routine work procedures.
- Ability to compose/prepare memos, reports and other correspondence.
- Ability to function effectively with minimal instruction and constantly changing priorities; maintain composure while working in a high traffic environment and able to multi-task.
- Ability to deal tactfully and courteously with the public; develop and maintain effective working relationships with department staff, city employees and officials; and communicate effectively both verbally and in writing.
- Ability to accurately account for and balance monies.

SPECIAL REQUIREMENTS

- Ability to meet attendance requirements of position, which may require some evenings and/or weekends.
- May be required to obtain a notary public certification.

DESIRABLE QUALIFICATIONS

- Technical or Associates Degree from a post secondary institution in a related field is desired.

TOOLS AND EQUIPMENT

Personal computer, including word processing spreadsheet and data base software; scanner; 10-key calculator; copy machine; fax machine; multi-line telephone system and mail meter.

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, use hands and arms and walk. The employee must occasionally lift and/or move up to 35 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

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 position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVING AUTHORITY:

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Department Head Date HR Director Date