

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Clerk Typist II--Building Department.

**SALARY RANGE:** TPOAM Grade: D Pay Range: \$32,959 - \$40,568; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

**REPRESENTATIVE JOB DUTIES**

- Schedule special inspections and type reports, also prepare violation, blight and condemnation letters.
- Back up for issuing Certificates of Occupancy.
- Issues, logs and files Cash Disbursement Requests (CDRs) to refund building permit bonds, prepare paperwork and documentation to cancel and refund all types of permits.
- Issues all building permits, plumbing, heating, electric, fire suppression and fire alarm permits.
- Coordinates and schedules inspections, logs all inspection results manually, as well as utilizing automated system. Types related correspondence and notices.
- Registers plumbing, heating, and electrical contractors.
- Responsible for Sidwell filing for the department.
- Answers and directs numerous phone calls, also assists citizens at counter and by telephone.
- Performs related duties as required.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Must be high school graduate or equivalent.
- Must have a minimum of two (2) years of full time clerical experience, including two (2) years PC experience with proficiency in Microsoft Word, database and spreadsheet applications, and ability to learn dedicated departmental program.
- Must possess the ability to perform in a high visibility, multi-task environment in an accurate and timely manner.
- Must successfully complete (or have previously completed) the Clerk Typist II skills battery which includes: Data Entry, Filing, Business Math.
- Must possess a proactive, public service attitude and excellent communication skills.

The selection process will include a review of the applicant's experience for posted requirements, criminal history check, skills test, an oral board interview, and a background investigation. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification.

Upon gaining proficiency and increased independence in job responsibilities, gaining working knowledge of all aspects of Building Department operations, and passing probation, employee may be eligible for consideration for reclassification to Clerk III.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen Road, Southfield, MI 48076

**Full City of Southfield Application Packets must be received in the Human Resources Department no later than 5:00 P.M.**

**March 15, 2019**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Dated: vr February 14, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.