- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Must possess and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Associate's degree (A.A.) or equivalent form a two-year college or technical school and two (2) years related experience; or High school diploma or equivalent and six (6) years related experience of which must have included supervision, organization, coordination and performance of duties at a responsible level.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

~~ADMINISTRATIVE ASSISTANT~~ EXECUTIVE ASSISTANT
(Fire Department)

Department:	Fire Department	**Pay Grade:**	09 (Schedule 2080)
Reports To:	Fire Chief	**Exempt (Y/N):**	N
Competitive (Y/N):	Y		

SUMMARY:

Employ in this class performs secretarial tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is subject to general supervision and is usually reviewed for content, accuracy and adherence to established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Acts as receptionist and performs routine secretarial functions for a superior; meets the public, provides information, takes messages, schedules appointments, reserves accommodations, transmits orders and instructions with the authority of a superior; and relieves a superior of varied and routine details.
- Prepares purchase requisitions for the department.
- Answers a variety of inquiries from citizens and employees, in person, by letter and by telephone, on City services; on policies and procedural matters.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Types forms, letters, memorandum, reports, tabulations, statements and other materials from rough draft or detailed instructions.
- Checks, spelling, punctuations, grammar, format, etc. in draft or final form.
- Prepares budget estimates; assists in controlling expenditures of departmental operations.
- Assists in the development and maintenance of departmental policies and procedures, rules and regulations.
- Implements policies and procedures approved by department director.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Performs special projects and other duties as assigned by the Department Head.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to write professional reports and correspondence.
- Ability to post entries from supporting documents to ledgers, journals and other computer files/software and make mathematical computations rapidly and accurately.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to operate standard office equipment and must possess strong Microsoft Office skills, specifically in Word, Excel.
- Knowledge of occupational hazards involved in the work place and the proper safety precautions for the safe performance of the job.
- Must be able to come to work promptly and regularly.
- Must be able to work under stress and deadlines.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productively and to handle other tasks as assigned.

- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Must possess and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Associate's degree (A.A.) or equivalent form a two-year college or technical school and two (2) years related experience; or High school diploma or equivalent and six (6) years related experience of which must have included supervision, organization, coordination and performance of duties at a responsible level.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

RECORDS CLERK II
(Police Department)

Department:	Police Department	**Pay Grade:**	~~07~~ 08(Schedule 2080)
Reports To:	CID-Captain	**Exempt (Y/N):**	N
Competitive (Y/N):	Y		

SUMMARY:

This is general and technical work of complexity and variety which involves the responsibilities for all matters pertaining to the operation of the records function in the Public Safety area.

Work involves the performance of a variety of clerical and office tasks in accordance with established procedures. Instructions and supervision may be available on new assignments, but regular assignments must be performed independently and initiative must be exercised as experience is gained. Although skilled and rapid typing is an essential duty, the volume of typing varies in this class. Employee in this class is required to exercise tact and sound judgment in dealing with the public. Work is reviewed for accuracy upon completion; adherence to procedures; through reports and conferences; and accomplishment of desired results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Receives, reviews, classifies, and assigns case or file numbers and processes all reports.
- Processes criminal and traffic charges, and files them per procedures.
- Processes traffic accident reports by filing, numbering and making proper copies for dissemination.
- Processes juvenile related offenses; filing; numbering and making proper copies for dissemination.
- Transcribes tapes for Detective Division.
- Prepares monthly statistics to include but not limited to the Uniform Crime Report.
- Operates adding machines, calculators, copying machines, typewriters, computer key board, fax machines, and other office equipment.
- May answer variety of inquiries from citizens in person, by letter, and by telephone.
- Performs other duties as assigned.

City Manager _____ Date _____

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to classify, file, and retrieve files on a variety of matters.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to use common computer software programs, such as Word and Excel.
- Ability to operate adding machine, calculator, typewriter, cash register, computer key board, fax machine, and other office machines.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Knowledge of English, spelling, punctuation, grammar, and arithmetic.
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques.
- Knowledge of occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to understand and follow oral and written instructions.
- Skill in operating a typewriter.
- Ability to react to change productively, and handle other tasks as assigned.
- Must possess and maintain a valid Mississippi vehicle operator's license.

RECORDS CLERK II
(Police Department)

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or acceptable equivalent, including office procedures and two (2) years of related experience.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

PLANNING TECHNICIAN

Department:	Economic Development / Planning Department	**Pay Grade:**	11 (Schedule 2080)
Reports To:	~~Grants and Projects Manager~~ Director	**Exempt (Y/N):**	N
Competitive (Y/N):	N		

SUMMARY:

This is entry-level paraprofessional work devoting a significant amount of time to routine administrative planning tasks. Incumbent provides technical assistance and information to staff, committees and the public in the administration of specific planning programs areas or ordinances. Work is subject to general supervision of the ~~Grants and Projects Manager~~ Director of Economic Development/Planning–and is usually reviewed for accuracy upon completion; through reports, conferences, and accomplishment of desired results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

The position of Planning Technician will include, but is not limited to, the following duties:

- Perform routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
- Prepare narrative staff reports and recommendations of limited complexity, such as conditional use permits and variances.
- Research and compile information on a variety of economic development and planning issues from multiple sources.
- Prepare public notices or property owner verifications.
- Prepare maps, charts, tables of limited complexity.
- Investigate violations of planning regulations and ordinances, including site visits.
- Attend public meetings, assisting other planning staff as appropriate.
- Attend and participate in professional group meetings; stay abreast of new trends in the field of
- plans examination and building code compliance.
- Assist with economic development activities.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Planning principles and practices, including pertinent specialties.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Practices of research and data collection.
- Knowledge of effective writing techniques.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to react to change productively and handle other tasks as assigned.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

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.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's or Associate's Degree from an accredited college or university with major coursework in Urban Planning, Architecture, Construction Management, Public Administration or a related field; with two (2) years experience in plans review and zoning administration; Or

High School diploma or (GED) equivalent with a minimum ten (10) years experience in current and long range planning, plans review and/or zoning administration within a municipality.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.