

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Specialist – Finance Assistant	Department:	Neighborhood Code Compliance
Requisition Number:	2019230		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$41,000.00 - \$46,000.00 per year
Date Posted Up:	11/19/19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the CD Administrator – NCC Office, incumbent creates and maintains database for the collection of civil penalties, cost recovery, ticket, and weed revenue. Creates and maintains an invoicing system for Civil Penalties, Cost Recovery, and the Weed Program. Provides administrative services as required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Maintains database necessary to perform collection of outstanding revenue, to include invoicing and payment plans from civil penalties, cost recovery, weeds, and citations issued by NCC;
- Revenue collection system includes the tracking of all issued citations, civil penalties, weeds, and cost recovery, as well as, reconciliation;
- Prepares daily deposit for all Accounts Receivable; responsible for balancing cash drawer daily;
- Produces civil penalty lien list; creates void forms as necessary and balances with Office Supervisor;
- Handles a high volume of accounts receivable calls and walk-ins with a professional and courteous manner;
- Responsible for covering Community Development reception desk as needed; responsible for backing up NCC reception desk as needed;
- Develops working relationships with outside agencies/organizations to build a citizen support network;
- Acts as a communication conduit between property owners in financial need and OHNS to determine availability of assistance with Unsafe Building Funds or other funding sources for home repair due to violations cited by NCC;
- Additional duties, as required, including handling a variety of correspondence including meeting minutes, maintaining officer output reports, memos and letters for the Deputy Director;
- Provides back up for job duties of the Administrator.

MARGINAL DUTIES

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description

and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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 may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience;
- Four years experience in a Business or Accounting related atmosphere. Collection experience is desirable;
- Two years experience in computer skills application; including Windows XP, Word, Excel and Access.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to type accurately at a rate of 50 words per minute;
- Ability to organize the workload on a daily basis;
- Ability to communicate with the general public and co-workers using independent judgment and tact;
- Ability to communicate verbally and in writing, Spanish as a second language is desirable.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

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 sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk.

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.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.