



<b>Job Title</b>	License Specialist I	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	GNL	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	5	<b>Job Code</b>	<b>12743</b>

**Class Specification – License Specialist I**

<b>Summary Statement:</b> The purpose of this position is to perform a variety of clerical duties in the City Clerk’s office.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
80%	Processes licensing paperwork; prepares various reports, memoranda, and correspondence for the City Clerk’s Office; maintains calendars and prepares meeting materials for the department; and assists with licensing activities for the City Clerk.
20%	Interacts with internal and external stakeholders including the public; and serves as a liaison with other City departments, divisions, and outside agencies representing the City Clerk.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.	
Reading: Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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**Technical Skills Required:** Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: One year of full-time clerical or related support experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**  
Job has no responsibility for the direction or supervision of others.

**Supervision Received:**  
Receives Immediate Direction – The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Immediate supervisor may provide close and constant review.

**Fiscal Responsibility:** This position has no budgetary/fiscal responsibility.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014