



City Manager’s Office
Human Resources Division

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4046 • Facsimile: (866) 522-9005

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL- TIME EMPLOYMENT OPPORTUNITY: **Property Code Technician- Internal & External Posting**

General Summary: Under the supervision of a higher classified employee, performs a variety of complex and responsible clerical tasks and record keeping activities. The work requires considerable typing skill and judgment. The employee uses computer software to maintain a variety of databases and to produce a high volume of correspondence, documents and reports.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate.

Eligibility Requirements: High school diploma plus one (1) year of college or specialized training related to secretarial science, office management or a related area and two (2) years secretarial experience, or equivalent combination of job-related education and experience. Able to successfully complete the data entry skills test (min.= 6000 keystrokes per hour) and typing test (60 wpm) with accuracy and proficient in Excel. Knowledge of general office equipment, including computers and related software, with specialized skill in word processing, database management, development of spreadsheets and document formatting. Able to efficiently learn and effectively use new software programs. Able to work independently, assume responsibility without direct supervision and exercise discretion. Able to interact professionally and constructively with members of the public in difficult situations. Able to communicate courteously and effectively with employees, the public and contractors, both orally and writing. Able to develop and promote excellent working relationships and be a strong advocate of exceptional customer service.

Experience with mapping and property ownership software, such as GIS Mapping and BS&A Equalizer, is desirable. Experience with real estate terminology and descriptions and/or building construction and limited understanding of code enforcement is desirable.

Selection Process:

The following weighting system will be used to determine the final overall score of each applicant.

Related Work Experience	35%
Recent Performance Evaluations	5% (applicant must provide)
Skills Testing (Typing, Excel & Data Entry)	50%
Interview	10%
	100%

Grade/Salary: 306 / \$30,415 – \$41,015 Tier II
\$38,307 - \$51,661 Tier I

Benefit Package Including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: May 8, 2019

Application Deadline: May 14, 2019 at 5PM (Internal-Tier I)
May 31, 2019 5 PM (External –Tier II)

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

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**** EQUAL OPPORTUNITY EMPLOYER ****