



9605 NE 24th Street • Clyde Hill, Washington 98004
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CITY OF CLYDE HILL

DEPUTY CITY CLERK - PERMIT & CODE COMPLIANCE SPECIALIST VACANCY

The City of Clyde Hill is seeking a dynamic individual to fill its open position of Deputy City Clerk - Permit & Code Compliance Specialist

If you know of anyone interested, please share this information with them.

JOB DESCRIPTION

Perform routine/complex clerical and administrative work, as well as technical work in processing Building and Public Works permits. Code Compliance Officer and liaison to the City's Planning Commission and Hearing Examiner. Provide support to the Deputy City Clerk and exceptional customer service to the public.

DESIRED MINIMUM QUALIFICATIONS.

Education and Experience:

- Graduation from a high school or GED equivalent, and
- Two (2) years of increasingly responsible related experience, or
- Any equivalent combination of education and experience
- Notary Public

Necessary Knowledge, Skills and Abilities (partial):

- Ability to communicate effectively on the phone, in person and in writing.
- Skills necessary to develop exceptionally good rapport with the public.
- Ability to establish and maintain successful working relationships.
- Ability to work under pressure and/or with frequent interruptions.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures. Desired experience with Microsoft Word, Excel, Outlook and Publisher.

For Application Packet or More Information:

www.clydehill.org or contact Lisa King at lisa@clydehill.org

Open until filled; FIRST REVIEW: Monday, August 16th