

Job Description

Job Title Code Enforcement Office Clerk (PRC #60114)

Job ID 102233

Posting End Date 10/19/2018

Location Santa Fe

Full/Part Time

Full-Time

Regular/Temporary

Regular - PERM for State

Agency

Public Regulation Commission

Job Posting Type

Standard Requisition

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Salary

\$9.26 - \$16.10 Hourly

\$19,261 - \$33,488 Annually

This position is a Pay Band 40

Why does the job exist?

This position provides administrative support for the Code Enforcement Bureau Chief and the Code Enforcement Inspectors.

How does it get done?

- Maintain database for inspection reports
- Schedule inspections
- Maintain records of incoming building plans
- Process Fire Work Applications to include licenses
- Process Safe Cigarette Applications to include licenses
- Maintain data of incoming monies for Safe Cigarette Fund
- Prepare and maintain record of legal documents that pertain to Code Enforcement Bureau

Who are the customers?

Members of the public
 Agency Staff
 Local and State Governments

Ideal Candidate

- Will have knowledge of:
- State Statute Fire Code,
 - administrative Code and
 - Fire Works as per Article 60-2C1- & Title 10-25-Part-6
 - Cigarette Fire Safety Standard Act for 2009

Minimum Qualification

High School diploma or Equivalent and three (3) months experience in office administration and/or customer service. Substitutions Apply. See Substitution Table below.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
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	Education		Experience
1	High School Diploma or Equivalent	AND	# of months or years of experience specified in the minimum qualification
2	Associate's Degree	AND	Zero years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment. Successful completion of Health Insurance Portability Accountability Act (HIPPA) and successful completion of Clinical Laboratory Improvements Act (CLIA) courses are required within sixty (60) days of employment.

Working Conditions

Office setting, exposure to VDT, extensive personal computer and phone usage. Some travel may be required.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Rene Kepler, (505) 827-4324 [Email](#)

Bargaining Unit Position

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

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