

TO ALL JOB APPLICANTS:

Thank you for the interest you have shown in our Rental License Technician position in the Community Standards Department. The following information must be completed and returned to the Human Resources Department by 4:30 PM, Friday, October 23, 2015:

- City application
- City supplemental application

City of Blaine
Attn: Human Resources
10801 Town Square Drive
Blaine, MN 55449

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at 785-6109.
(784-6700 TTD)

CITY OF BLAINE

SUPPLEMENTAL APPLICATION FORM

Rental License Technician

This supplemental application form was developed specifically for the position named above and will be used to obtain enough job-related information to select the best-qualified applicants to continue in the selection process.

Completion of this form is a **requirement** of the examination process and must be submitted with your application. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Continuation in the selection process will be based on information supplied in the supplemental application form and the regular application form. Having all of the minimum qualifications does not guarantee that you will be selected to continue in the process.

Be sure to answer all the questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. Omitted information cannot be considered or assumed.

Name _____

October 2015

**CITY OF BLAINE
SUPPLEMENTAL APPLICATION
Rental License Technician**

TO ALL JOB APPLICANTS: COMPLETION OF THIS SUPPLEMENT IS REQUIRED AS PART OF THE CITY'S EMPLOYMENT PROCESS. YOU MAY ATTACH ADDITIONAL SHEETS OF PAPER AS NEEDED.

1. Have you obtained a High School diploma or GED? **YES** **NO**
2. Do you have at least two years of progressively responsible administrative support experience **including** one year in a public agency office setting? **YES** **NO**

IF YES, please describe. Be Specific, including dates of employment, name of employer and specific job duties. Be sure to include all current and/or previous experience administrative support experience in a municipal planning or engineering department.

3. Do you have at least two years of Microsoft Experience software experience including Word, Excel, Access, and Outlook? **YES** **NO**
4. Describe your experience performing clerical duties in a municipal Fire Inspection, Housing Inspection or Code Enforcement Department. **Be Specific, including years of experience, name of employer and specific job duties.**

5. Describe your experience processing permit applications. **Be Specific, including years of experience, name of employer and specific job duties.**

6. Describe your document imaging experience including employer, years of experience and specific software (i.e. DocuWare).

7. Describe your experience with any of the following programs, including years of experience and skill level:

- New World Financial software

- Legistar

- Trakit

- Microsoft PowerPoint

- Microsoft Publisher

- Microsoft Photo Editor

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now, or any time in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. §43A.39.

In connection with this application for employment, I authorize the City of Blaine and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Blaine and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this supplemental application or information provided is true and complete and hereby acknowledge that I have read and I understand the above.

Signature (Do not print) _____ Date _____

THE CITY OF BLAINE, MINNESOTA
ANNOUNCES AN OPENING FOR A FULL-TIME
RENTAL LICENSE TECHNICIAN

SALARY

\$22.81 - \$26.75 per hour depending upon qualifications and experience per Grade 6 of the 2015 Compensation Plan.

POSITION SUMMARY

Under general supervision and direction of the Community Standards Director, this person provides primary clerical support for the rental licensing program. Responsibilities include receiving and processing all rental license applications, issuing rental licenses, researching and investigating unlicensed rental properties, data entry for residential inspectors, maintaining department files and database, and providing routine information to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as the main receptionist for the Community Standards Department including answering telephone calls and assisting walk-in customers at the counter.
2. Serve as clerical support for the rental licensing program.
3. Coordinate, prepare and mail rental license renewal letters by May 1st of each year.
4. Receive and process all rental licenses applications into the Trak-it database and New World finance systems.
5. Monitor database for non-payment of past license holders, follows-up by letter for collections as needed.
6. Research and investigate possible unlicensed rental properties. Send notification letters to owners of licensing requirements.
7. Maintain inspection schedule for Residential Inspectors.
8. Prepare, mail and processes invoices for re-inspection fees.
9. Run periodic reports for Rental Licensing information.
10. Image department files for permanent record storage.
11. Provide routine rental license information, explanation, and assistance to the public and other employees via telephone, mail, email, fax, and in person.
12. Provide administrative back-up for the Community Standards and Planning Departments.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. High skill level and proficiency in Microsoft Office software including: Word, Excel, Access, PowerPoint, Outlook, and Photo Editor.
2. High ability to prioritize and multi-task in a busy work environment.
3. Proficiency in office practices and procedures.
4. Knowledge of record management and record retention procedures.
5. Ability to perform general clerical work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures to meet problems and deadlines.
6. Ability to efficiently organize work tasks and perform under deadline pressures.
7. Ability to deal confidently and effectively with members of the public, both in person and on telephone.
8. Ability to draft correspondence relating to Rental Licensing program utilizing correct grammar, spelling and punctuation.
9. Ability to communicate effectively in English, both orally and in writing.

MINIMUM REQUIREMENTS

1. High school diploma or GED.
2. Two years of progressively responsible administrative support experience, including one year in a public agency office setting.
3. Two years Microsoft Office experience including: Word, Excel, Access, and Outlook.

DESIRABLE QUALIFICATIONS

1. One year of experience in a municipal Fire Inspection, Housing Inspection or Code Enforcement department.
2. One year of experience processing permit applications.
3. Trak-it permitting software experience.
4. New World Financial software experience.
5. Document imaging experience, preferably with Docuware Records Retention software.
6. Legistar software experience.
7. Experience using Microsoft PowerPoint, Publisher and Photo Editor.

APPLICATIONS

Application materials can be obtained at the Human Resources Office at Blaine City Hall, 10801 Town Square Drive, Blaine, MN 55449, (763) 717-2679, or www.ci.blaine.mn.us. Applications must be received by 4:30 PM Friday, October 23, 2015.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Americans with Disabilities Act
Physical and Environmental Job Factors**

Physical Factors	Code	Task Numbers	Environmental Factors	Code	Task Numbers
Standing Stationary	F	A1-8,B1-2	Work Alone	F	A1-8,B1-2
Moving About	F	A1-8,B1-2	Work With Others	F	A1-8,B1-2
Sitting	F	A1-8,B1-2	Work Around Others	F	A1-8,B1-2
Physical Strengths and Demands			Public Contact	F	A1-8,B1-2
Lifting-Push & Pull While Stationary			Shift Work		
<i>Sedentary-up to 10 lbs</i>	O	A1-8,B1-2	Extended Day	O	A1-8,B1-2
<i>Light Work-11 to 20 lbs</i>	V	A1-8,B1-2	Inside	C	A1-8,B1-2
<i>Medium Work-21 to 50 lbs</i>			Outside	O	A1-8,B1-2
<i>Heavy Work-51 to 100 lbs</i>			Confined Area		
<i>Very Heavy-over 100 lbs</i>			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
<i>Sedentary-up to 10 lbs</i>	O	A1-8,B1-2	Wet and/or Humid		
<i>Light Work-11 to 20 lbs</i>	V	A1-8,B1-2	Noise		
<i>Medium Work-21 to 50 lbs</i>	V	A1-8,B1-2	Vibration		
<i>Heavy Work-51 to 100 lbs</i>			Mechanical Equipment		
<i>Very Heavy-over 100 lbs</i>			Electrical Equipment		
Climbing	V	A1-8,B1-2	Pressurized Equipment		
Balancing	O	A1-8,B1-2	Burning Material/Equip		
Stooping	O	A1-8,B1-2	Explosive Material/Eq		
Kneeling	O	A1-8,B1-2	Radiant Energy		
Crouching	V	A1-8,B1-2	Moving Objects		
Crawling	V	A1-8,B1-2	High Places		
Reaching	O	A1-8,B1-2	Fumes/Odors		
Twisting - Sitting	F	A1-8,B1-2	Dirt/Dust		
Twisting - Standing	F	A1-8,B1-2	Gases		
Handling	O	A1-8,B1-2	Poor Ventilation		
Fingering	C	A1-8,B1-2	Other (specify)		
Feeling	C	A1-8,B1-2	Other (specify)		
Talking	C	A1-8,B1-2			
Hearing	C	A1-8,B1-2			
Seeing - Near Vision	C	A1-8,B1-2			
Seeing - Far Vision	C	A1-8,B1-2			
Seeing - Depth Perception	C	A1-8,B1-2			
Seeing - Accommodation	C	A1-8,B1-2			
Seeing - Color Vision	C	A1-8,B1-2			
Seeing - Field of Vision	C	A1-8,B1-2			
Smelling	C	A1-8,B1-2			
Walking	F	A1-8,B1-2			
Reading	C	A1-8,B1-2			
Driving	O	A1-8,B1-2			
Other (specify)					
Other (specify)					
			Codes: Blank - Not Present V = Very Infrequent - 1 to 2 times a week O = Occasional - Up to 1/3 of time a week F = Frequent - 1/3 to 2/3 of time C = Constant - More than 2/3 of time		