

PLANNING CLERK

Code No. 6-19-079

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position in a Town responsible for providing support to the Planning, Zoning and Development department. Work involves assisting customers by responding to questions, accepting and processing various applications and permits, and performing related clerical work. The employee reports directly to and works under the general supervision of an administrative level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Answers department phone lines and functions as the department receptionist;

Assists and advises customers regarding complaints, obtaining permits, and property inspections;

Reviews and accepts completed forms and applications;

Types reports, letters and memoranda;

Maintains several data base programs to log complaints, building permits, property inspections, etc.;

Assists staff to track and address complaints;

Operates standard office equipment such as calculator, photocopier, fax machine and a personal computer;

Assists staff in following up on incomplete information, ensuring proper procedures are adhered to and other related issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the terms, policies and practices of a Town Planning, Zoning and Development Department; good knowledge of office terminology, principles, and practices; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to operate standard office equipment; ability to express oneself clearly; ability to work with the public; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience working at a counter dealing with the public AND six (6) months of paid full-time or its part-time equivalent general office clerical experience.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: January 12, 2006

REVISED: April 7, 2011