

Town of Scotland, CT
Planning and Zoning Commission Clerk
Job Description

Job Title: **Planning and Zoning Commission Clerk**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: 8-10-11

Job Desc. Last Review Date: 8-10-11

Job Desc. Approved By: **Scotland BOS** Date: August 10, 2011

This position is: Elected Appointed Hired

POSITION SUMMARY

Working under the supervision of the Planning and Zoning Commission (PZC) Chair, performs administrative duties for the PZC and the Zoning Enforcement Officer (ZEO).

JOB DUTIES

1. Answer phone calls and retrieve phone messages for the PZC; prioritize and distribute/refer to appropriate people or departments.
2. Provide information to the public regarding PZC meetings, and hearings.
3. Retrieve, open, date stamp and prioritize mail for the PZC and the ZEO.
4. Draft, type, and mail/email/fax correspondence as needed.
5. Maintain all active and archived, paper and electronic files for the PZC and ZEO.
6. Attend PZC meetings.
7. Provide administrative support to the PZC; meeting agendas, minutes, postings.
8. Schedule and post/advertise hearing notices.
9. Schedule site visits as needed.
10. Prepare monthly reports for the PZC.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

This position receives immediate supervision from the PZC Chair.

QUALIFICATIONS/SKILLS

1. High School Diploma or equivalent, and two years experience in an office or administrative position; or equivalent combination of education and experience.
2. Excellent customer service skills: ability to interact positively with and clearly transmit information to the public and other Town Hall staff.

3. Proficiency in email systems including use of attachments.
4. Ability to operate office equipment, for example: multi-line phone system, copier, fax, computer/printer/scanner
5. Attention to detail, ability to work independently and with minimal supervision.
6. Ability to establish and maintain systems to organize paper and electronic files and data.
7. Ability to acquire a working knowledge of regulations and legal requirements pertinent to the position. Familiarity with local government structure/town hall operations is helpful.

TOOLS AND EQUIPMENT USED

Telephone system, computer, scanner, fax, copier.

PHYSICAL DEMANDS

1. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
2. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Typical Office

HOURS

As needed to support the PZC and ZEO.

COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.
2. Any travel required is compensated at the prevailing IRS rate.
3. Pay period is bi-weekly
4. There are no benefits associated with this position.

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Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.