PLANNING/GML ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized clerical work that involves responsibility for gathering and coordinating records used in the County’s Planning Department. The work is performed under the supervision of a planning administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists professional staff by responding to requests for information from the general public, receiving visitors, and answering routine telephone inquiries;
Maintains and/or coordinates all General Municipal Law (GML) reviews files by logging, tracking and entering all necessary GML information into a computer system;
Maintains liaison with storage facility to ensure that GML and planning files are properly catalogued, updated and that files can be readily accessible;
Develops and maintains GML and other filing systems;
Interprets maps and letters for proper data entry;
Participates in the preparation of the County annual capital budget by organizing information (e.g. preparing charts and tables);
Maintains daily attendance records for all department personnel and prepares personnel-related reporting documents, as needed;
Prepares a variety of reports as required;
May prepare and complete payroll, purchase requisitions and vouchers, as needed;
May operate a variety of office machines (e.g. photocopier) in the performance of clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to coordinate and implement new and revised office procedures; ability to maintain records and reports; ability to use computer software, especially as it pertains to municipal planning*; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

NOTE: An Associate’s degree may be substituted for two (2) years of the required general experience. A Bachelor’s degree may be substituted for four (4) years of the required general experience.

*To be demonstrated during the probationary period.

R.C.D.P. (08.11.2000) 08.13.2015
Competitive