

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 includes responsibility for researching files and records for previous review of land development parcels. 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 evaluates all General Municipal Law (GML) review files by reviewing records for past history and 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 General Municipal Law as it pertains to development applications; 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 and one (1) year of which involved working for a land use board, a planning department or a building department.

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.