

**PLANNING AND ZONING CLERK
TOWN OF PLAINFIELD**

The Town of Plainfield is seeking a full-time clerk. Go to <http://www.plainfieldct.org> for an employment application and more information.

Please submit application to Finance Director, Town of Plainfield, 8 Community Avenue, Plainfield, CT 06374 or email kvachon@plainfieldct.org no later than May 25, 2021.

The Town of Plainfield is an Equal Opportunity Employer.

**TOWN OF PLAINFIELD
PLANNING AND ZONING CLERK
JOB DESCRIPTION**

GENERAL DESCRIPTION

Performs secretarial and office administrative work of a complex, confidential and responsible nature. Screens telephone calls or greets visitors, ascertains nature of business and responds as possible or refers to the appropriate party for resolution. Provides information on the planning and zoning activities including subdivisions, permits, special permits and applications.

ESSENTIAL FUNCTIONS

Provides technical or regulatory information to the public, and assists the public in completing applications or in understanding regulations.

Post meetings for the Zoning Board of Appeals Commission, Planning and Zoning Commission, Inlands Wetlands and Watercourses Commission and the Conservation Commission. Prepare, record and distribute agendas, legal notices and legal decisions.

Observes strict confidentiality in maintaining restricted files and records. Performs special assignments, studies, and routine administrative functions as directed.

Assists in the preparation of department budget by compiling information and presenting budget proposals.

Receives and records fees and distributes special permits and/or licenses. Prepare request for payments to the State DOT for Town reimbursement.

Operates office equipment including computer, fax machine, copying machines, map copiers and other equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Employee must, at all times, insure the confidentiality and protect the integrity of the Planning and Zoning Department and Commission on matters pertaining to litigation by/or against the Town.

Knowledge of regulations and legal requirements pertaining to the Planning and Zoning Department.

Ability to maintain complex files and records systems. Able to accurately process large amounts of paperwork. Ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials or other agencies and the general public.

Ability to apply principles of office administration to solve practical problems.

Ability to present a professional demeanor and contribute to a business environment.

REQUIRED PHYSICAL EFFORT

The physical demands described are representative of those that must be met to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to lift objects to the weight of average office equipment. Employee is frequently required to walk, sit, talk, hear and use hands. Must be able to withstand different noise levels from the quiet office to a large crowd. Vision requirements include close and distance vision.

REQUIRED QUALIFICATIONS

High school diploma and four years' experience of increasing responsible secretarial and/or administrative work.

*****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**