

## LAND USE CLERK POSITION

REPORTS TO: Board of Selectmen

POSITION SUMMARY: This is a 30 hour per week (Monday, Tuesday, Wednesday, Friday, 8:30-4:00), clerical support position offering full benefits at an hourly pay rate of \$21.39/hour. The position will entail providing assistance to the Building Official, Wetlands Enforcement Officer and the Zoning Enforcement Officer including:

- preparation of correspondence, legal notices and permits
- collection and processing of permit fees
- preparation of revenue reports for the Treasurer
- preparation of quarterly and annual reports to various town and state agencies
- providing permit information to the Assessor
- scheduling inspections for the Building Official
- referring inquiries from the public to the appropriate Land Use official
- maintenance of building and map files
- performing special assignments and studies as assigned

Knowledge of Microsoft Office including Word, Excel and Outlook

Applications will be accepted in the Selectmen's Office until Friday, October 16, 2020 at noon. Applications may be emailed to [cabikoff@ashfordtownhall.org](mailto:cabikoff@ashfordtownhall.org)