

TOWN OF ASHFORD

LAND USE/BUILDING CLERK

GENERAL DESCRIPTION

This is responsible clerical work involving the performance of various administrative and general office duties for the Building Official, Wetlands Officer and Zoning Enforcement Officer.

Work involves responsibility for the storage and retrieval of documents, maps, records and files and the administration of application and filing procedures. Duties include collecting building fees and routine clerical tasks. This position also has the responsibility of making routine records management technical decisions. The work requires that the employee have considerable knowledge, skill, and ability in every phase of the records management responsibilities of the Land Use/Building Departments.

SUPERVISION RECEIVED

Works under the general supervision of Building Official, Zoning Enforcement Officer, Wetlands Agent and Board of Selectmen.

EXAMPLES OF DUTIES

- Performs a variety of administrative clerical functions for the Land Use/Building Departments including filing, preparing correspondence, preparing monthly, quarterly, and annual reports due to town and state agencies, compiling of statistical information, sorting and processing incoming mail. Performs clerical tasks for the Selectman's Office and Tax Collector on an as needed basis.
- Provides information to the general public regarding the functions and operations of the Building, Zoning and Wetlands Departments and assists with applications and explains procedures for obtaining permits.
- Provides permits information to Town of Ashford Assessor.
- Processes applications, forms and permits after being trained to use the on-line permitting software, collects fees, prepares revenue reports and forwards same to Town Treasurer.
- Performs special assignments and studies as assigned.
- Orders supplies for the Departments and keeps track of Departments budgets.
- Schedules inspections for the Building Official.

The duties listed above are intended only as illustrations of the various tasks performed by the Land Use/Building Clerk. The job description does not constitute an employment agreement 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.

KNOWLEDGE AND SKILLS

- Considerable knowledge of records management, office procedures and practices.
- Considerable knowledge of computer use including Microsoft Office.
- Familiarity with laws, regulations and procedures related to the Building, Zoning and Wetlands sections that make up the Land Use Department.
- Good skills in basic business mathematics.
- Considerable ability in oral and written communications and attention to detail.

QUALIFICATIONS

Two years or equivalent of education (high school diploma) and records management experience.