



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Planning/Zoning Clerk	Job Category:	Appointed
Department/Group:	CEO/ZEO	Travel Required:	No
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	4/ \$\$17.50/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Subject Line: Job Application			
Attention: Building Department			
Job Description			
Role and Responsibilities			
<ol style="list-style-type: none"> 1. The Building Department <u>Planning/Zoning</u> Clerk works under the direct supervision of the Code Enforcement Officer, ZEO/Admin, Planning Board Chairperson, and Zoning Board of Appeals Chairman. 2. Performs a wide variety of general and routine clerical work for the Building/Planning and Zoning Departments requiring the skilled use of an alphanumeric keyboard 3. The work is performed in accordance with well-defined standards and procedures 4. Detailed instructions are provided by higher level staff for new or difficult assignments 5. Sorts, indexes, and files material alphabetically and/or numerically 6. Pulls material from files, makes file searches, and maintains charge out records 7. Types forms, letters, bills, reports, announcements, and correspondence 8. Checks, reports, and records for clerical accuracy and completeness 9. Prepares routine statistical reports from assembled data 10. Opens, times stamps, sorts, and distributes mail daily for Planning and Zoning Board of Appeals 11. Procures, distributes, and maintains stock of office supplies for Planning and Zoning Board of Appeals 12. Occasionally may act as a receptionist 13. Will interact with applications to verify that submissions, between meetings, me the request of the Planning Board. 14. Inputs departmental data into computer as necessary 15. Attends Planning/Zoning meetings as needed and types and distributes meeting minutes 16. Maintains the website pages for the Planning Board and Zoning Board of Appeals 17. Ability to use a -computer and office equipment necessary for successful job performance 			

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~~18.~~ May schedule inspections upon the request of the Code Official

18.

19. Builds and maintains positive working relationships with co-workers, Board members, other county employees, and the public using principles of good customer service

Qualifications and Education Requirements

- Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing OR one year of satisfactory full-time paid clerical work experience which shall have included substantial typing duties

~~All requirements as per Civil Service regulations~~ This position is subject to all applicable civil service rules.

Preferred Skills

- Knowledge of office terminology procedures and equipment and programs (Microsoft Word Adobe PDF, Microsoft Office Suite and will train in BAS/IPS and WordPress which is the Town's current website management program)
- Working knowledge of business arithmetic and English
- Ability to get along well with others ability to understand and follow simple oral and written directions
- Ability to type accurately at 35 words per minute ability to make routine Arithmetic computations and tabulations accurately with reasonable speed ability to write legibly
- Clerical aptitude, mental alertness, neatness, tact and courtesy commensurate with the demands of the position, attention to detail/organizational Skills
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- May be asked to lift or carry items weighing upwards of 40 pounds at times.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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