



TOWN OF BELMONT

JOB TITLE: Land Use Clerk
DEPARTMENT: Land Use
STATUS: Part-Time (24 hours/week), Non-Exempt
LABOR GRADE: Commensurate with experience

7/1/22

JOB SUMMARY: Provides administrative support primarily to the Planning Board, Conservation Commission, and Zoning Board. Performs routine reception, secretarial, and clerical functions for the Land Use Department. Assists in creating and maintaining electronic and hard-copy land use department records in accordance with established and standard office procedure.

SUPERVISION RECEIVED: Works under the primary supervision of the Land Use Coordinator and the administrative supervision of the Town Planner.

MAJOR DUTIES: (The listed examples are illustrative only, and may not include all duties found in this position):

- Assists in counter, telephone, and electronic reception duties. Promotes and maintains an image of professional, knowledgeable assistance within the team, the organization and to the general public.
- Intakes and directs inquiries and property compliance complaints.
- Provides general information and answers standard inquiries on property records and documents.
- Provides basic guidance to the public regarding ordinances, codes, regulations, and processes.
- Receives, processes and reviews incoming applications for initial completeness. Researches property records and enters information in databases.
- Collects and processes fees.
- Assists in preparing and distributing meeting agendas and packets.
- Assists in producing mailings.
- Attend evening meetings and record and distribute meeting minutes as required.
- Prepares permits, reports, correspondence and certificates for review and signatures.
- Creates forms, templates, and other time-saving tools.
- Maintains easily accessible paper and electronic files and records in accordance with accepted review standards.
- Maintains existing databases.
- Provides research and data for use in comprehensive reports.
- Researches, composes, and prepares correspondence and reports as directed.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of, or ability to research and understand, applicable ordinances, codes, RSA's and forms and ability to apply that knowledge to work product.
- Ability to effectively explain and guide the general public on the application process. Ability to recognize limits of knowledge and responsibilities and to efficiently redirect such matters to the appropriate staff member or resource.
- Ability to understand and work within legal deadlines. Ability to recognize and maintain confidentiality in records, correspondence, and communications.
- Must be detail-oriented and able to research information. Ability to research, interpret files and identify applicable data.
- Must be self-motivated and work independently. Ability to work effectively and efficiently within established time frames. Ability to function efficiently in a fast-paced office environment and to be flexible and prioritize tasks to respond to deadlines while dealing with multiple interruptions refocusing priorities as needed.
- Thorough knowledge of modern office practices and procedures, equipment, computers, business English, spelling, and vocabulary. Competence in software used by the Land Use and Building Departments including

word processing, spreadsheet, and database.

- Ability to maintain accurate records and files with skills in effectively organizing data.
- Ability to establish and maintain effective working relationships with other departments, employees, and the general public. Excellent communication and team-support skills.
- Ability to understand the responsibilities of other staff members, to effectively direct matters in their absence and to perform the basic responsibilities of the Land Use Administrative Assistant in that person's absence.

SUPERVISORY CONTROLS: Supervisor makes assignments by defining objectives, priorities, and deadlines. Employee plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on available source material. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures and priorities for doing the work have been established and several specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guideline must be recognized and are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment; and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. Contacts with members of the general public are in very highly structured situations, i.e., the purpose of the contact and the question of with who to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to relatively technical.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit or stand comfortably to do the work. However, there is involved some walking; standing; bending; and carrying of such items such as papers, files, boxes and books etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and meeting rooms (e.g., use of safe work practices with office equipment and avoidance of trips and falls in a shared, close-confines office.) The office work area is adequately lighted, but may, at times, be inadequately climate controlled and ventilated. Office area and workspace sizes and configurations are congested and restricted, may not be conducive to efficient employee operations, and require employee to utilize effective workplace safety and organizational methods.

MINIMUM QUALIFICATIONS:

High school diploma and two years of experience in government, building or land use related position; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities. Preference will be given to candidates with minute-taking experience.