

Job Information

Job title	Planning Clerk	Job Code: CLPLN	Pay Grade: E
Title of immediate supervisor	Administrative Assistant- Planning		
Department/Division	Planning / Administration		
Prepared by	N. Pallan		
Date Created	Feb 18, 2015	Revised date	
Dept Head Signature	Originally signed by Sharon Hvozdzanski	Date	Mar 24, 2015

Job Purpose

Provides clerical and administrative support to the various sections of the department. Responsibilities include word processing assignments, maintaining an electronic mail log, data entry, filing, receiving applications, entering cases and circulating case information, database updating and maintenance, handling cash and issuing receipts. Duties also include providing customer service to the public at the counter and through phone and email enquiries.

Duties and Responsibilities

- Answers telephone, email, and counter enquiries, directs visitors and calls, provides information regarding parcel and case information and provides routine information regarding department regulations.
- Generates, formats, proof reads and distributes reports, letters, memos, permits, forms, articles and other material from rough draft and other previously prepared material, including scanning and file manipulation, for the various departments, public and Council.
- Records and maintains an electronic mail log.
- Receives subdivision, rezoning, development permit, development variance permit and other applications, conducting reviews for completeness and compliance to prescribed policies.
- Creates and enters case information using a computer database tracking system according to prescribed standard procedures. Liaises regularly with applicants and owners to request and share case information for case set up, file progress, and required documentation to support Local Area Planners.
- Puts files for zoning, subdivision, development permits and other applications into circulation using a prescribed standard procedure.
- Processes permit fees according to prescribed policy and standard procedures.
- Accepts and processes payments through the Tempest Cashier system by cash, cheque or debit; maintains a float and balances batches daily.
- Maintains the department's filing system in accordance with the Municipal file classification system.
- Records and circulates new registered plans created through subdivision.
- Coordinates meeting arrangements, prepares agenda, takes and edits minutes, for regular meetings and committees.
- Provides user support and assistant to the Planning staff on the corporate permit tracking software, Microsoft Office suite, and routine processes within the work group.
- Using a computer database tracking system, performs support functions for an application tracking software program including creating, updating and maintaining forms, records, and reports.
- Maintains and manages a Bring Forward request system on active development folders.
- Designs and creates databases using municipal database programs for data input, output, and the collation of information and statistics. Performs data entry as necessary, including information from department initiated surveys. Maintains and updates department databases.

- Prepares files for off-site storage. Maintains the Access Record's database program, inputs data entry, retrieves files on request and maintains an electronic monitor of on-site files.
- Maintains and updates various department data-based mailing lists.
- Maintains the department library catalogue.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent plus a certificate in office or business administration.
- Experience or training in standard computer applications including word processing, spreadsheets, electronic mail and internet.
- Experience with Graphic Design Software.
- One year of office experience in a Planning Department environment, including experience working in a customer service capacity.
- Experience in receiving and balancing cash.
- Keyboarding speed of 40 wpm.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.