Job Information

Job title	**Planning Assistant Clerk**		Job Code: CLPLA	Pay Grade: D
Title of immediate supervisor	Administrative Assistant- Planning			
Department/Division	Planning / Administration			
Prepared by	N. Pallan			
Date Created	Feb 10, 2015	Revised date	Aug 16, 2018	

Job Purpose

Provides clerical and graphic support to the various sections of the department. Responsibilities include creating documents using desktop publishing, maintaining the department web page, maintaining department office and copy supplies, word processing, filing, data entry, development applications and other clerical duties, including 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.
- Assists with the maintenance of the department's website, including maintaining the Active Applications web page.
- Maintains and orders stationery supplies for the department.
- Maintains stock of application packages and other documents for distribution to public.
- Receives subdivision, rezoning, development permit, development variance permit and other applications, conducting reviews for completeness and compliance to prescribed policies.
- Updates parcel information using a computer database tracking system.
- Creates, enters and updates case information using a computer database tracking system according to prescribed standard procedures.
- Maintains and updates various department data bases.
- Reviews and prepares completed application files for integration into the main stream filing, as per outlined procedures.
- Purges files and prepares for off-site record storage, including retrieval, sorting files, ordering file contents and searching for files.
- Maintains the Access Records database program, inputs data entry, retrieves files on request and maintains an electronic monitor of on-site files.
- Assists with department filing in accordance with the Municipal file classification system.
- Performs data entry as necessary, including information from department initiated surveys.
- Designs, produces and updates Local Area Plans, studies, brochures, newsletters, and other department publications using a desktop publishing program as required.
- Types letters, forms, articles and other material from rough draft and other previously prepared material.
- Liaises with external companies, including printing companies in relationship with production of department publications.
- Puts files for zoning, subdivision, development permits and other applications into circulation using a prescribed standard procedure.
- Records and maintains an electronic mail log.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Supplemental with up to one year of post-secondary courses in desktop publishing, graphic design applications or website design.

- Six months of office experience using desktop or website publishing programs.
- 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.