

## **PLANNING/GML ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily specialized clerical work that involves responsibility for gathering and coordinating records used in a Planning Department. The work includes responsibility for researching files and records for previous review of land development parcels. The work is performed under the supervision of a planning administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists professional staff by responding to requests for information from the general public, receiving visitors and answering routine telephone inquiries;  
Maintains and evaluates all General Municipal Law (GML) review files by reviewing records for past history and logging, tracking and entering all necessary GML information into a computer system;  
Maintains liaison with storage facility to ensure that GML and planning files are properly catalogued, updated and that files can be readily accessible;  
Develops and maintains GML and other filing systems;  
Interprets maps and letters for proper data entry;  
Participates in the preparation of the annual capital budget by organizing information (e.g., preparing charts and tables);  
Maintains daily attendance records for all department personnel and prepares personnel-related reporting documents, as needed;  
Prepares a variety of reports as required;  
May prepare and complete payroll, purchase requisitions and vouchers, as needed;  
May operate a variety of office machines (e.g., photocopier) in the performance of clerical duties.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology and procedures; good knowledge of General Municipal Law as it pertains to development applications; good knowledge of business arithmetic and English; ability to coordinate and implement new and revised office procedures; ability to maintain records and reports; ability to use computer software, especially as it pertains to municipal planning\*; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

1. Four (4) years of office clerical experience, at least one (1) year of which involved non-routine duties\*\* and one (1) year of which involved working for a land use board, a building department or planning department, or
2. An Associate's degree and two (2) years of office clerical experience, at least one (1) year of which involved non-routine duties\*\* and one (1) year of which involved working for a land use board, a building department or planning department, or
3. A Bachelor's degree may be deemed fully qualifying.

(over)

\*To be demonstrated during the probationary period.

\*\*Non-routine duties are tasks or activities that do not follow a predictable or repetitive pattern and often require unique problem-solving skills, creativity and adaptability. It is unlike routine work, which involves activities that are well-defined, structured and can be performed using established procedures or guidelines.