



Charter Township of Orion

Job Description

Job Title: Clerk – Planning & Zoning

Reports To: Planning and Zoning Director

Position Description Summary

Under the general direction of the Planning and Zoning Director, assumes responsibility for performing secretarial support tasks related to regular and special meetings of the Planning Commission and Zoning Board of Appeals.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Assumes responsibility for performing secretarial support tasks related to regular and special meetings of the Planning Commission and Zoning Board of Appeals. Duties include, but are not limited to: posting and publishing hearing notices, mailing of notice to petitioners, property owners and area residents, preparing and distributing agenda and meeting packets to members, attending meetings, recording and transcribing meeting minutes, creating a synopsis, composing letters of recommendation after meetings and maintaining accurate case files of action taken.
2. Assists the public over the phone, in writing and in person by providing information on zoning applications, appeals procedures and basic or intermediate zoning questions.
3. Accepts Planning Commission and Zoning Board of Appeals applications. Checks paperwork for completeness and accuracy. Assigns numbers to new cases and sets up files. Researches information necessary to process applications.
4. Prepares and distributes annual report for the Planning Commission and Zoning Board of Appeals.
5. Prepares and maintains Planning Commission and Zoning Board of Appeals records and files. Maintains the Zoning Board of Appeals and Planning Commission minutes books.
6. Performs a variety of other clerical tasks including filing, copying, and processing incoming department mail.
7. Performs other duties as assigned.

Job Qualifications

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent.
2. One year to two years of general clerical experience. Excellent typing skills are preferred.
3. Interpersonal skills necessary to communicate with other Township personnel in the exchange of information and to effectively communicate with the general public in situations requiring tact and patience.
4. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications. Dictation equipment and BS&A experience is preferred.
5. Mental ability to handle pressures related to dealing with the concerns of the general public and contractors with the pressure of deadlines.
6. Physical ability to occasionally sit at a computer terminal and stand at the counter assisting the public for extended periods of time and. Must be able to push, pull, and carry files that may weigh up to thirty (30) pounds. Ability to listen and type for extended periods of time.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Extended workday (beyond eight (8) hours) may occasionally be necessary due to evening meeting requirements.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer.