**Job Title:** Land Use Clerk  
**Grade:** Hourly: $20 per hour

**Status:** Part time with potential for growth to full time

**Job Summary:** This class is accountable for providing clerical support to the Land Use Administrator for the Town of Salisbury.

**Supervision Received:** Works under the general supervision of the Land Use Administrator.

**Supervision Exercised:** None

**Examples of Essential Duties:**
- Answers and makes telephone calls as needed;
- Assists public with land use applications which may include pulling and maintaining files;
- Receives and reviews all applications and related documents to ascertain that an application is complete and ready to submit to the Land Use Administrator and/or Commissions;
- Assists public with Title searches which may include answering questions and making copies of materials;
- Attends regular meetings of the Planning and Zoning Commission and Inland Wetlands Commission, and prepares and files meeting minutes and legal notices; as required;
- Coordinates and distributes application materials to Commissions as needed;
- Ensures that all forms and records are available to the public;
- Interfaces with building contractors, Town residents, real estate agents, attorneys and title searchers and assists in a professional manner;
- Maintains files for the Land Use Office;
- Performs research and reports as required;
- Prepares letters and memos as needed;
- Prepares month/year end reports;
- Submits Land Use Department permit fees to the Town Treasurer and completes all monthly and quarterly reports, as directed;
- Upon approval of the application by the Land Use Administrator or Commissions, processes all paperwork and documents;
- Performs related duties as required.

**Preferred Knowledge, Skills and Abilities:**
- Knowledge of land use and building code requirements;
- Knowledge of office equipment and the operation of computer software applications;
- Knowledge of office procedures, practices and terminology;
- Knowledge of local, state and federal statutes and regulations applicable to the duties and responsibilities of the Land Use Office;
- Knowledge of Town operations;
- Customer service and interpersonal skills;
• Organizational skills;
• Office management skills;
• Skill in operating computers and utilizing appropriate software applications;
• Ability to communicate effectively both verbally and in writing;
• Ability to deal with continuous interruptions and various levels of stress;
• Ability to maintain records and prioritize tasks;
• Ability to read maps and site plans;
• Ability to respond with tact and courtesy when dealing with the public.
• Experience managing and uploading materials to websites
• Experience developing documents, forms and publications

Minimum Qualifications:
High School diploma or GED and three years of related office experience; College degree may be substituted for experience; or any equivalent combination of education, training and experience.
Valid driver's license.

COVID-19 precautions

• Remote interview process
• Personal protective equipment provided or required
• Social distancing guidelines in place
• Virtual meetings

Please submit resume to:
The Land Use Administrator
landuse@salisburyct.us

Or

Land Use Administrator
Town of Salisbury
27 Main Street
P.O. Box 548
Salisbury, CT 06068