

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: DEVELOPMENT SERVICES CLERK

NATURE AND SCOPE OF WORK

The Development Services Clerk reports directly to the Director of Development Services and provides general assistance to the Development Services Department, including the processing of land use and building permit applications and providing general departmental information to the public.

TYPICAL DUTIES AND RESPONSIBILITIES

Undertakes a variety of clerical duties of a standardized nature as directed by the Director of Development Services:

- Functions as clerical support to the Director of Development Services and other Development Services technical Staff. Schedules appointments for development staff, re-directs calls, receives messages and composes correspondence as required.
- Provides reception service both in person and telephone, provides general departmental information related to the zoning, official community plan, subdivision, building, and other relevant bylaws and re-directs inquiries as appropriate.
- Receives and processes land use, subdivision and building permit applications.
- Maintains, recommends changes to, and implements changes to the municipal filing system for the Development Services department.
- Prepares public notification material as required.
- Compiles agenda packages and transcribes minutes for the Town's Development Review Team and other committees as required.
- Responsible for departmental stationery and supplies.
- Performs digitizing of old department records.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

- Completion of a post-secondary diploma in a related field, plus a minimum of five years' experience working for local government or a related organization, or an equivalent combination of training and experience.

- Training and/or experience in office productivity software, such as email, word processing, spreadsheets, and databases.
- Previous experience in a municipal development services environment is considered an asset.
- A general understanding of technical and legal documents and government regulations.
- Ability to deal with public, contractors, developers, consultants, engineers, etc. in sensitive or confrontational situations with courtesy, tact, diplomacy and a high level of professionalism.
- Knowledge of construction industry and associated building legislation.