

## **TOWN OF BROOKLYN**

### **JOB DESCRIPTION**

#### **PER DIEM OFFICE ASSISTANT**

The applicant will be available per diem to cover the Building/Land Use Department for coverage during scheduled vacation time, personal time and sick leave absence.

#### Responsibilities

To provide clerical and administrative assistance to the Building Office and Land Use Office.

The work involves assisting the public with completing applications and generating building and zoning permits, collecting related fees. Schedule inspections for the Building Inspector. Screen incoming phone calls, complaints, correspondence and refers to the appropriate staff member. Provides a variety of routine clerical, administrative responsibilities to the Land Use Office, receipt of land use applications, letters, agendas, packet material for Planning and Zoning Commission, Inland Wetlands Commission and Zoning Board of Appeal meetings. Posts required legal notices and minutes with the Town Clerk.

#### Skills and Knowledge and Abilities Required

Knowledge of planning, zoning, building and land use principles and terminology helpful. Ability to interact professionally with the public, Town Officials and Town Employees. Ability to multitask and complete assignments. Ability to operate telephones, computers, copiers, facsimile machines and other standard office equipment.

In-house training will be provided to the chosen applicant.

**To Apply send resume and cover letter to Kathy Erickson, Town of Brooklyn, 69 South Main Street, Suite 25, Brooklyn, CT 06234**