

ZONING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the administration of the local zoning ordinance as well as related state and/or local laws. Responsibilities include zoning office administrative support, department record maintenance and site inspections, investigations and other tasks relating to various zoning related applications. Duties require extensive contact with the general public and with Town officials. The work is performed under the general direction of the Zoning Administrator or other higher-level administrator or Town official. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives visitors to the office, ascertains their business and directs them as appropriate;
Answers telephone and refers callers to appropriate party;
Provides general information to the public, in person and over the phone, about office programs and procedures
Receives and reviews applications submitted for accuracy/completeness and process same;
Maintains an automated office record system for the zoning department;
May maintain detailed manual records and files in alphabetic, numeric or chronological order;
Retrieves data and compiles information from manual and/or automated files for the preparation of routine reports and correspondence, and to prepare other reports, charts, responses to inquiries, etc., as directed;
Generates correspondence, memoranda, reports and/or other information of a routine nature; i.e., form letters, pre-formatted documents/forms, etc. using a word processor and various software applications;
Conducts field inspections and site inspections;
Responds to complaints and/or violations of the Zoning local law and other local laws, as well as Planning Board approved site plans, subdivisions and/or variances approved by the Zoning Board of Appeals;
Notifies zoning ordinance violators of nature of violation and required corrective action;
Collects and records fees for various licenses, permits and/or applications submitted, as applicable to the functions of the department;
May testify in court regarding investigations, inspections and violations;
Notifies zoning ordinance violators of nature of violation and required corrective action;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Prepares a variety of reports, which may include minutes of meetings;
Does related work necessary to the efficient operation of the department and/or office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the principles of zoning, inspections, site plans and related codes, rules and regulations;

Working knowledge of local zoning ordinance;

Ability to read and interpret laws and ordinances;

Ability to communicate with the public and officials, both orally and in writing;

Ability to establish and maintain cooperative relationships with public officials, contractors and the general public;

Ability to explain legal provisions, town policies and nature of code violations in clear, non-technical terms;

Ability to maintain accurate files and records;

Ability to maintain confidentiality;

Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

MINIMUM QUALIFICATIONS: Graduation from high school and possession of a high school equivalency diploma and:

A. Associates degree in business administration, architecture, engineering, planning or a related field, or

B. Two years of experience in general construction work, building inspection, code enforcement, zoning administration or planning, or

C. an equivalent combination of training and experience as defined in (A) and (B) above.

SPECIAL REQUIREMENT: Applicant must possess a valid NYS driver's license and the time of appointment and throughout the term of employment.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 9/95; _____

JC: Competitive