

**CITY OF HAMILTON**

June 2021

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT****(PLANNING DIVISION – DEVELOPMENT PLANNING, HERITAGE & DESIGN – LOCATION – 71 MAIN ST.W., 5<sup>th</sup> FLOOR****DEVELOPMENT CLERK - DEVELOPMENT - CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Manager of Development Planning, under the general supervision of the Co-ordinator of Business Facilitation, performs administrative duties associated with the operation of the Development Planning Section, and clerical and front counter duties.

**GENERAL DUTIES**

Prepare and type various documents, reports, correspondence, forms, lists, records, memoranda, letters and legal documents from copy and dictated notes. Check and proof-read letters and documents for accuracy.

Receive and review development applications from the public to ensure complete information has been provided before processing. Compile and prepare supporting documents for the Ontario Land Tribunal.

Receive and answer enquiries in person, by telephone and email from public, staff, elected officials and other departments regarding the status Development Applications. Provide information as may be indicated by the inquiry and relay calls or messages to appropriate personnel when necessary. Provide front counter/reception duties as required, deal with requests and complaints.

Receive development applications, prepare and circulate notices to applicants/agents, residents and various internal departments and external agencies and other clerical duties related to development applications including agendas, minutes and meeting packages; calculate and process payments and fees; and reconcile daily balance and forward to Finance Department.

Set up and maintain office filing system, such as correspondence, departmental records, forms and cards for the Section. Keep or retain general office records and reports. Input, manipulate and retrieve data and prepare status reports. Retrieve and print information from microfiche or electronic storage.

Sort and distribute incoming mail and faxes, process outgoing mail for the Section.

Take and transcribe minutes of meetings.

Arrange and schedule meetings for managers and professional staff.

Input revenue received on point of sale machine, issues receipt to client and forwards all application fees and billing information to accounting section, maintain tracking system and prepare forms for deposit to various accounts.

Receive and review Council recommendations relating to development applications and ensures copies are filed in appropriate files. Scan Council Minutes for planning and zoning information, clips and files.

Maintain and report daily attendance for the Section

Requisition and maintain office supplies, including processing invoices and forwarding for approval of payment.

Track and follow up on dormant development applications.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Previous business office experience related to duties listed above normally acquired through a combination of education and relevant administrative work experience.
2. Demonstrated experience in a computerized environment. Must have excellent computer skills with intermediate knowledge of Microsoft Word, Excel & Outlook.
3. Demonstrated work experience inputting and manipulating data with speed and accuracy at an intermediate level. Work experience and knowledge of AMANDA is preferred.
4. Demonstrated ability to deal with customer requests for service and assistance; responds promptly to customer needs.
5. Demonstrated organizational skills with demonstrated ability to work within defined timeframes.

**SALARY:**

**Salary Grade F**

\$ per hour

**HOURS:**

35 per week

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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