

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group: Working Title: Clerk II (Building/Planning)
Dept.: Administration Classification Title: Clerk II
Date: February 20, 1998 Grid Level: 4

PRIMARY FUNCTION:

To provide administrative support services primarily to the Building/Planning departments

JOB DUTIES AND TASKS:

1. Provide administrative support services:
 - a. receive and respond to walk-in and telephone enquiries and refer to appropriate resource as required
 - b. open and track development application and building permit files including preparing reference cards and labeling files
 - c. prepare development applications for distribution to agencies including completing forms and letters and obtaining required signatures
 - d. maintain and update planning application and building permit files and records
 - e. retrieve and compile file information and data as required
 - f. prepare monthly rural refuse service schedules, refuse reports and building permit summaries for distribution
 - g. prepare correspondence, memos, purchase orders and reports as required
 - h. schedule building inspections
 - i. sort and distribute incoming mail and prepare outgoing mail
 - j. provide assigned house numbers and handle house numbering enquiries
 - k. produce and distribute Committee agendas and record and type minutes of meetings as required

2. Other related duties:
 - a. provide backup to Clerk IV
 - b. order and purchase supplies as required
 - c. maintain department reception area

SUPERVISION RECEIVED:

Clerk IV

SUPERVISION/DIRECTION EXERCISED:

Provide orientation to new employees as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Open, maintain and update development application and building permit files; operate various office equipment such as computer and photocopier.

FINANCIAL RESOURCES:

Order supplies as required; purchase supplies using petty cash as required.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.