TOWN OF NORTH HAVEN
PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: 11-18-14 Closing Date: When filled.

FROM: Director of Public Works DEPARTMENT: PW – Land Use Office

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Secretary	5	$17.33-$19.00	$17.33-$24.25

PERMANENT: **X** TEMPORARY: If Temporary, for how long? **N/A** WHICH SHIFT? **Days**

FULL TIME: **X** HOURS: 35 PART TIME If partime, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes **X** No ADDITION: Yes No **X** If yes, state funding.

P. Parillo

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL X COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Thorough knowledge of the standard practices and procedures of a professional office. Performs administrative functions in accordance with Town policies and procedures. Must consistently provide accurate, factual information to the public, including applicants, attorneys, design professionals and town officials. This position requires excellent reliability, attendance and time management skills in order to meet constant legal deadlines. Must have the ability to work well with and collaborate with management and other clerical staff members and to maintain excellent working relationships with other town employees, commissioners and the general public. Must maintain strict confidentiality on all land use, legal, and economic development matters. Must have the ability to understand Town regulations and policies and be able to advise the public of same in a calm and professional manner. Proficiency with Microsoft Word, Office and Excel, as well as other similar software, is required. The ability to flex, as needed, as coverage needs and public emergencies dictate for the provision of services is required.

Specific duties include public interface, scheduling, receiving applications, independently composing routine correspondence, physical and electronic record keeping, preparation and submission of legal notices and commission meeting agendas, purchasing, revenue deposits and other administrative functions. The position includes evening and weekend assignments on an as-needed basis, including the taking of accurate minutes at evening Commission/Board meetings.

The Building Department work also includes assistance with facets of the Blight Prevention Ordinance, including the preparation and submission of legal notices and meeting agendas, the taking of accurate minutes at Commission meetings and the preparation of related correspondence.

APPROVED BY: _____SEL

_____DF/A

_____ DPW