

**TOWN OF TWO HILLS**  
**Job Description**

<b>POSITION TITLE:</b>	<b>Development Clerk</b>
<b>REPORTS TO:</b>	CAO
<b>SUBORDINATE POSITIONS:</b>	None

**POSITION SUMMARY:**

The main emphasis of this position is providing confidential, administrative support primarily in the area of development. Duties significant to this position include reception, administrative assistance with development and land planning.

**SPECIFIC DUTIES:**

1. Maintains all development/subdivision/planning records and compiles information to meet requirements stipulated by Town bylaws and polices and provincial legislation. Assists the Development Officer with various related application requests and prepares compliance letters, as requested. Liaises with the Town's service providers and contractors, if requested by the CAO. Assists with development/subdivision appeal hearings and committee meetings if necessary.
2. Collects land title changes as prepared by the Land Titles Office for data entry. Maintains property files with current information.
3. Provide clerical support and assistance to all departments of the Town, as may be required.
4. Perform other related duties as assigned by the CAO or as mutually agreed upon with the Chief Financial Officer (CFO).
5. Position may be combined with another job description.

**EDUCATION AND EXPERIENCE PREFERRED:**

1. Grade 12 diploma or general education diploma.
2. A minimum of 2 years experience in a complex clerical environment.
3. Excellent computer skills and proficiency in Microsoft Office applications.
4. Excellent verbal and written communication skills and organizational skills.
5. Ability to provide high-quality customer service.
6. Ability to prioritize and work well in a busy environment.