

## Planning Clerk

The Planning Clerk is responsible for customer service and administrative support to the Planning Section.

### Key Duties

- Receive and enter planning applications in the AMANDA system and create application folders;
- Process application fees using AMANDA, JDE and Versatile systems;
- Provide counter and/or telephone service; and handle calls through the Planning phone queue;
- Process invoices and accounts payable/receivable; track invoices and make GL corrections as required;
- Perform general clerical duties; complete mail-outs, generate labels in MapViewer, create copies, compile packages, prepare and proofread for accuracy;
- Attend Pre-Consultation meetings and prepare detailed meeting minutes for circulation to staff;
- Update and maintain planning application databases;
- Create new office consolidations of the Official Plan and Zoning By-law;
- Maintain physical and electronic files/records, and act as the File Liaison for the Planning Section; and
- Other duties as assigned.

### Qualifications/Skills

- 3-year college diploma in business or office administration.
- Minimum of two (2) years customer service experience in an office setting.
- Experience in purchasing procedures, invoicing and cash receipts.
- Strong mathematical skills to perform cash receipts, track accounts and use spreadsheets effectively.
- Experience in file maintenance (electronic and physical records).
- Effective communication (verbal and written) and strong interpersonal skills.
- Strong organizational, administrative and time management skills.
- Advanced computer skills (M365, AMANADA, Laserfiche, MapViewer, JDEdwards, FMW, Versatile).
- Ability to provide a current criminal record check that is satisfactory to the Town of Ajax, upon being hired.

### What is Offered to Staff

- **Rate of Pay:** \$29.72 - \$32.18 per hour.
- **Hours of Work:** This is a unionized position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m. and are in accordance with the CUPE Collective Agreement.
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

## How to Apply

To apply for this opportunity, go to [www.ajax.ca/careers](http://www.ajax.ca/careers) by 11:59 p.m. on January 27<sup>th</sup>, 2023.

*All Town of Ajax employees are required to be fully vaccinated against COVID-19; proof of vaccination status will be requested as a condition of employment upon hire. Medical exemptions or any other kind of requested exemption based upon the Town's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.*

## Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.