

Clerical and administrative support in assisting the Director of Planning and Development, other town boards, commissions or committees and other division staff in discharging the assigned duties and obligations of the department, and in performing the daily clerical functions of the department; all other duties as assigned. High school diploma with supplemental coursework in administrative or legal secretarial studies or related field; college degree in a related field desirable; plus three (3) years experience, with proficiency in word processing, typing, minute taking, filing and the processing of information. The transcribing of dictation is required, shorthand is desirable. Familiarity with town government and local ordinances. Knowledge of Massachusetts General Laws as they pertain to the Planning Department. Knowledge of policies and procedures of regulatory boards and commissions, and the principals and techniques of local planning and permitting administration. Working knowledge of town departments, operations, relationships and authority. Ability to deal appropriately and effectively with town employees and officials, as well as the general public, often under stressful conditions and legal deadlines. Ability to establish and maintain complex records and files. Ability to interpret regulations impartially. Ability to conduct independent research and analyze and interpret results to others. Ability to work as part of a team. Excellent written communication skills. Proficiency in the use of computers including word processing, spreadsheets and database development and maintenance. **\$976.45 weekly + benefits. You can apply online at [www.townofbarnstable.us](http://www.townofbarnstable.us) through 7/20/21.**