

Job Description

Lands Clerk

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Lands Clerk is responsible for managing land administration and maintaining lands records in order to ensure that Municipal land is used in an appropriate manner.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Lands Clerk reports to the Administration Officer and is responsible for maintaining records of Municipal lands and land use, researching and processing applications for land use and assisting with community land use planning.

Failure to provide adequate services may result in inappropriate use of land and disputes over land ownership.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Administer municipal land use and maintain land use records

Main Activities

- Identify and maintain records of Municipal land
- Administer lease agreements, records of land use agreements, contracts and other land use documents
- Maintain records of land use and areas for potential development
- Maintain land use plans
- Read, interpret, catalogue and maintain maps, air photography and satellite images
- Maintain the land inventory database
- Invoice for land use application and other fees

2. Process applications for land use

Main Activities

- Receive applications for land use
- Determine land ownership
- Conduct research on land use applications to ensure compliance with zoning
- Identify and consult with stakeholders
- Review applications to ensure compliance with land use guidelines and legislation
- Submit applications with recommendations to approve or reject the application
- Draft and execute approved land use documents including lease agreements, agreements for sale and transfers of land

3. Administer the development appeal process

Main Activities

- Explain appeal process to applicants
- Prepare appeal packages for Development Appeal Board
- Send out notices to required parties
- Schedule and advertise meeting dates
- Attend meetings and prepare and distribute the minutes
- Maintain a record of and inform parties of Development Appeal Board Decisions

4. Administer taxation assessments

Main Activities

- Enter assessments into the computer system
- Balance assessments with Municipal and Community Affairs (MACA) files
- Send out assessment notices
- Maintain records of payments
- Notify of overdue payments and collect on arrears
- Receive and process assessment appeals through the Development Appeal Board
- Administer the sale of public property

5. Process rezoning and land use by-law amendments

Main Activities

- Research proposed rezoning and ask for planner's report
- Prepare rezoning report for Council
- Prepare amendment by-law
- Advertise for public meetings
- Send out notices of changes
- Forward to MACA for approval
- Maintain records of rezoning

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ land use planning theories and practices
- ✓ land use legislation and by-laws
- ✓ land use application and appeals process
- ✓ reading and interpretation of maps and satellite images
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate AutoCAD, spreadsheet and word-processing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Lands Clerk would normally attain the required knowledge, skills and attitudes through completion of the Lands Management Program or post secondary training in Lands Administration or Business Administration with related experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Lands Clerk will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Lands Clerk may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Lands Clerk may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Lands Clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Lands Clerk to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Significant stress is caused by the need to reject applications for land use. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.