



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Lisa Delp, Human Resources Email: ldelp@brookfieldct.gov Fax: (203) 775-4068
Posting Date:	April 12, 2024
Job Title:	Administrative Assistant – Full Time
Department:	Land Use
Hiring Manager:	Land Use Director
Job Level and Rate:	\$29.06 per hour
Job Description:	LAND USE ADMINISTRATIVE ASSISTANT The Town of Brookfield seeks an organized individual with excellent administrative skills to support Land Use management and provide information to the public, Town officials and commissions regarding applications, permits and Land Use regulations. Duties include, but are not limited to, telephone & counter services, filing, processing incoming & outgoing mail, typing and developing correspondence, forms, reports and permits, and performing other related duties as required. A full job description is available in the Human Resources Department. Applications must be submitted to Lisa Delp, Human Resources at the address listed above. You can also complete the Town of Brookfield's online application: https://brookfieldct.seamlessdocs.com/f/empapp . The Town of Brookfield is an Equal Employment Opportunity Employer.
Job time:	35 hours per week; Monday-Friday; to be determined by supervisor.
Skills Required:	This candidate must have a background in Land Use, legal or real estate fields and for map reading skills or experience with permitting or licensing. In addition, applicants must possess excellent interpersonal, organizational, and patron service skills. Must be able to work with frequent interruptions. Proficiency in MS Office Suite, Munis and similar software packages a must.
Education Required:	High School Diploma or equivalent experience required.
Licensure Requirement(s):	Notary or willing to obtain a Notary Certificate
Union or non-union position:	Union; CSEA

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment.
- The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.