

# CITY OF MARLBOROUGH

Marlborough, MA 01752

---

## CONSERVATION & ZONING DEPARTMENT

### SENIOR CLERK

<b>Posting Number:</b>	AA#23-07	<b>Date Posted:</b>	March 3, 2023
<b>Weekly Hours:</b>	35 Hours per week	<b>FLSA:</b>	Non-Exempt
<b>Hiring Rate:</b>	\$23.67/Hour	<b>Bargaining Unit:</b>	MMEA
<b>Step Rate:</b>	\$23.67-26.63/Hour	<b>Location:</b>	140 Main St, 2nd Floor

The City of Marlborough is seeking to fill the full time (35 hours) position of Senior Clerk in the Conservation & Zoning Department. The purpose of this position is to provide clerical support for the Conservation and Zoning Board of Appeals (ZBA) and Site Plan Review Office focused on the delivery of exceptional service to the community and City departments. The Conservation, Zoning Board of Appeals and Site Plan Review office is a busy office that helps plan for and protect the city's open spaces, miles of trails, coordinates guided walks and volunteer events and the city's Community Gardens, and protects the natural waterways and open areas in the city. The department takes the lead on making the city a Green "Community" and preparing for the changing climate through our sustainability initiatives. The office works with homeowners and businesses alike to process permits and field questions and provides important guidance to developers, especially for projects around wetlands.

#### ESSENTIAL JOB FUNCTIONS

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Serves as primary front office person.
- Offers friendly customer service in assisting the public with questions and permitting assistance.
- Answers telephone and quickly evaluate incoming calls
- Processes department mail and incoming permits
- Responds to emails
- Provide customer service to intercity departments & to the public in person, by phone, by e-mail, and in writing as appropriate.
- Assists in composing routine correspondence.
- Able and willing to learn and understand the city Zoning, Site Plan Review, and Conservation codes and follow instructions for meeting postings and legal requirements Accept and stamp in applications and check for completeness for various permits online using the city's electronic permitting system,
- Prepare legal ads and ensure specific legal deadlines are met for Conservation, ZBA, and Site Plan Review.
- Prepare and issue ZBA permits and properly file and distribute ZBA, Conservation, and Site Plan Review Permits.
- Filing and keeping materials organized electronically and in files
- Research past files and respond to freedom of information act requests.
- Prepare agendas and meeting packets for ZBA, Conservation Commission, and Site Plan Review
- Post meetings and agendas on city webpages
- Keep ZBA, Site Plan Review, and Conservation webpages up to date.

- Attend monthly or twice-a-month ZBA meetings in the evening and take notes and transcribe reports and decisions in a timely manner.
- Prepare minutes for ZBA and Conservation Commission
- Process bills and invoices
- Scan old paper documents into a document management system.
- Perform all other clerical department related clerical duties as required or requested by the Conservation/ Sustainability Office and Building Commissioner.

To see the full job description: [Conservation & Zoning – Senior Clerk](#)

Interested candidates should forward cover letter and resume to:  
hrjobs@marlborough-ma.gov

**Position will remain open until filled.**