

## TOWN & VILLAGE OF LUDLOW, VERMONT

### PLANNING & ZONING CLERK

The Town of Ludlow Planning & Zoning Department has an opening for the position of Clerk to the Planning and Zoning Department. This is a part-time, temporary position, working 20-24 hours per week under the general direction of the Zoning Administrator.

Principal duties include a variety of administrative, clerical and professional work including, but not limited to; answering the phones, dealing effectively with the public, accepting zoning permit applications, and confidentiality. Candidate will assist the Director to carry out planning and zoning functions and other related tasks. The successful candidate will have typing skills, some computer knowledge, and the ability to work well with others in an office environment.

Interested candidates should submit a Town employment application available at the Ludlow Town Office, 37 Depot Street, Ludlow, VT 05149 or online at [www.ludlow.vt.us](http://www.ludlow.vt.us) and send to [tmanager@tds.net](mailto:tmanager@tds.net). Applications will be accepted until position is filled. The Town & Village of Ludlow is an equal opportunity employer.