

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Administrative Assistant (Planning & Zoning)
Department:	Planning & Zoning Department
Reports To:	Planning & Zoning Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 80 hours Biweekly
Pay Grade:	3

SUMMARY:

The Administrative Assistant serves as the primary technical assistant for Planning and Zoning department and maintains records of business transactions related the department which includes planning, zoning and building inspections.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Welcomes on-site visitors, provides in-person and telephone customer service determining the nature of business and providing applications, general information and direction;
- Responds to general information requests about zoning or code enforcement and refers the matter to appropriate staff;
- Assists the Building Permit Clerk with requests about building permits and construction inspections and refers the matter to appropriate staff;
- Schedules daily inspections and appointments for Planning staff and Building Inspectors;
- Reviews records and reports submitted by applicants for accuracy and completion;
- Assists with data collection, records organization and retention for the department;
- Coordinates public notices for meetings;
- Coordinates the timely preparation and distribution of meeting packets;
- Records minutes for meetings as requested;
- Obtains, distributes and processes the daily mail;
- Prepares or composes informational summaries, transmittal letters, compliance or other documents related to the work of the department;
- Maintains general office supplies for the department;
- Coordinates regular maintenance of office equipment and facilities;
- Represents the county at public meetings, public hearings, special committees, and other public and private boards and organizations as requested; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Excellent interpersonal skills and ability to interact tactfully and courteously with coworkers, county officials, city officials and members of the general public;
- General computer software, application and systems knowledge and ability to create and maintain thorough, accurate records;
- Intermediate/advanced proficiency using Microsoft Word, Excel, Outlook and PowerPoint as well as web browsers;
- Ability to read and interpret simple plans and maps;
- Ability to prepare and process correspondence pertaining to the building inspections process;
- Ability to maintain detailed electronic and paper files;
- Ability to exercise sound judgment;

- Ability to work under general supervision; and
- Must be able to maintain confidentiality.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent, plus two years of clerical and administrative office experience required. An Associate’s Degree or coursework in business administration, design, construction, data management or any other job-related field preferred and may substitute for experience.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Driver’s License and acceptable driving record; and
- Must be able to attend evening meetings with advance notice.

PHYSICAL REQUIREMENTS:

- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking standing, reaching, stooping, kneeling, crouching, and lifting and/or moving objects that weigh up to up to 25 pounds.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____