

Washington County
Planning and Zoning Administrative Assistant
Wage Range: \$12.00 – \$13.50/hour
(Revised January 5, 2018)

Job Summary:

Planning and Zoning Administrative Assistant performs a variety of general administrative and legal services related to Planning and Zoning and the Building Services Department.

Duties Performed:

Planning and Zoning Administrative Assistant assists the public with inquiries related to planning and zoning and building department matters either by phone or in person; compiles correspondence, forms and reports; maintains numerous comprehensive filing systems; initiates the building permit process, explains building permit and various land use application processes; assists with property addressing, schedules building inspections and appointments for the Building Official and the Planning and Zoning Administrator; submits expense claims for payment, responsible for collecting permit fees, receipts, and all other monies for delivery to the Clerk's office. Assists in researching property titles; prepares legal announcements for public hearings; prepares meeting agendas; attends and takes written minutes of all Planning and Zoning meetings; prepares notification letters for the P & Z Commission, land owners, and other interested parties. Submits expense requests for applicant statement payouts and P & Z member mileage claims. Obtains and records information related to inspections, permits and general planning and zoning practices. Performs other duties as assigned or needed.

Supervision Given:

None

Supervision Received:

This position works under the general supervision of the Planning and Zoning Administrator.

Machines, Tools and Equipment Used:

Ability to operate a variety of office machines and person computer.

Working Conditions:

Works in a normal office environment, indoors, often time sitting for extended periods of time, typing, filing or answering the telephone. This position often requires dealing with emotional or agitated people, either by telephone or in person. The normal workweek is 37.5 hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. Attending occasional meetings after normal work hours is also required.

Physical Requirements:

Normal physical requirements found in any office environment such as walking, standing, stooping, sitting, reaching and talking. Mental application utilizes memory for details, emotional stability, discriminating thinking and guided problem solving. May be required to lift up to 30 lbs, such as files, cases of photocopy paper, etc.

Educational and Experience Requirements:

Must possess a high school diploma or GED, and two (2) years work experience in a professional office setting.

Special Skills:

Requires a high level of composition, interpersonal, verbal, written communication and telephone etiquette. Ability to follow instructions accurately, and complete assigned tasks and manage multiple projects in a timely manner. Must possess high-quality problem solving and goal-setting techniques. Must have excellent organizational, computer, and grammar/proofreading skills, and the ability to work well independently and as a team member. Must be proficient at word processing and must have knowledge of Word and other computer programs.

Applicant must have the ability to maintain spreadsheets and record systems; communicate effectively, verbally and in writing; develop effective working relationship with professional, legal personnel, supervisors, agitated/aggressive people, and the public. Must be able to work independently of supervision. Confidentiality and discretion is required with regard to communications and business issues.

During the initial probation period the applicant will be required to gain and become proficient in the knowledge of policies and practices governing planning and zoning laws and policies and building department processes.

Training Required After Hiring:

Training courses and/or educational courses may be offered and/or required.