

Job Title: Administrative Assistant

Department: Plan Commission

Pay Range: Based on experience and qualifications;

Hours: Office hours are Monday – Friday, 8am to 4pm with two paid 10-minute breaks and 30-minute un-paid lunch. Some evenings required for board meetings.

**JOB SUMMARY:**

Support the Plan Director and staff of the Noble County Plan Commission office responsible for administering, regulating, and enforcing zoning ordinances, and junk, trash debris ordinance by providing secretarial and clerical support as well as assisting and interacting directly with the public in a courteous and friendly manner.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides direct customer service support to developers, residents, surveyors, etc. assisting them through the development and permitting process.
- Performs general accounting and booking keeping functions, including monitoring expenditures to ensure compliance with office budget, processing accounts payables and receivables and maintaining accurate financial records.
- Maintains and processes payroll and submits to Auditor’s office.
- Serves as Secretary for the Plan Commission and Board of Zoning Appeals, including attending meetings, preparing minutes and taking notes.
- Greets office visitors and answers phones promptly and courteously, providing accurate information and assistance related to the Plan Commission office and Building Department.
- Performs various clerical duties, including processing mail, preparing various correspondence, forms, and various documents.
- Assist the public with the application requirements of petitions to the Board of Zoning Appeals, Plan Commission, Plat Committee, Improvement Location Permits.
- Responsible for tracking of parcel status.
- Responsible for maintenance, filing and archiving of all records related to the Plan Commission office.
- Assist with maintenance of Plan Commission website and calendar.
- Assist Plan Director and Zoning Enforcement with the coordination of all public notifications and public hearing procedures for petition to the Board of Zoning Appeals, Plat Committee and Plan Commission.
- Assist Zoning Enforcement with the coordination of all notifications regarding violations of the Junk, Trash, and Debris Ordinance.
- Performs related duties as assigned by Plan Director.
- Assists Building Department, who share the same office, as needed or requested.

**ESSENTIAL WORK RELATIONSHIPS:**

- Works closely with Plan Director, Plan Commission Board, Board of Zoning Appeals Board and reports directly to the Plan Director.
- Works closely with Building Department staff.
- Works directly with other county departments in the planning process.

- Will interact frequently with developers, residents, and other departments' requiring excellent communication skills and a keen ability to listen and understand.

#### JOB REQUIREMENTS

- High school diploma or GED with a minimum of 3-years of direct experience.
- Comfortable using multiple phone lines with a high volume of calls.
- Ability to effectively communicate orally and in writing with co-workers and other county departments.
- Ability to work with software such as products from Microsoft Office including Access, Excel, Word and ArcGIS.
- Ability to work collaboratively and independently with minimum supervision.
- Ability to work on several tasks at the same time and plan and layout assigned work projects.
- Possession of a valid Indiana Driver's license.

All interested applicants should submit a completed job application to the Noble County Plan Commission, Attn: J. Knafel 101 N Orange St, Indiana 46701 by 3:00 p.m. October 7, 2021.