

Zoning Administrative Assistant Job Description

Name	
Hire Date	ASAP
Date In Current Position	
Review Month	
Department	Zoning
Reports to	Zoning Director
Position Number	
Warren County Pay Grade	
FLSA Status	Non-exempt
Supervises Others	No
Document Control Responsibility	Human Resources
Approved by	Board of Supervisors

Position Summary

The Administrative Assistant, under supervision of the Zoning Director and/or Zoning Administrator, provides a variety of general office support services involving public contact and maintenance of internal-operating records. Takes minutes at departmental meetings. Coordinates use of departmental equipment. Performs related work as required.

Essential Functions

Assist the Zoning Director and Zoning Administrator with coordination of planning and zoning issues with the other County offices.

Zoning Administrative Assistant is expected to learn about the Warren County Zoning Code to assist the public with questions related to zoning.

Performs reception and telephone functions, provides appropriate responses to the public about specific departmental policies, rules, and regulations. Schedules for reservations for facilities, collects applicable fees. Types correspondence, reports, and related written materials. Organizes and maintains agency files for specific use.

Prepare public notices regarding applications for Zoning Commission and Board of Adjustment and attend required meetings.

Assist with routing slips for addressing properties in the unincorporated county.

Assist with building permits.

Prepares bills for subsequent payment by calculating totals, assigning account numbers, and preparing documents for Director and/or Zoning Administrator approval. Receives income from established sources, prepares for deposit and transmits to County Treasurer. Billing and reconciliation of various county programs.

Receives, sorts and distributes incoming mail directed to the Department. Organizes and maintains control of records and materials received. Maintains various departmental records relating to the issuance of licenses, permits, equipment, inventory of supplies, budgeting, purchasing, and related administrative areas.

Assists at various functions, such as meetings by assembling materials for mass mailing, greeting the public and related support tasks.

All other duties as assigned.

Required Skills

Proficiently uses Microsoft Word and Excel to create spreadsheets and Word documents as needed.

Will learn how to use ArcGIS.

Needs to be a self-starter, exercise problem solving skills, and ask for assistance when needed.

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Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

General Sign off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.

Signature: _____ **Date:** _____