

## PUBLIC NOTICE

# FULL-TIME ADMINISTRATIVE ASSISTANT OPENING

Jackson County is seeking a motivated individual to fill an Administrative Assistant position within our Zoning Department.

This position will perform intermediate skilled, professional administrative support tasks and technical work assisting in the daily operations of the Zoning Department. Responsibilities will include providing customer service, assisting with forms and applications, organizing files, managing departmental records, data base entry, analyzing information and preparing reports, accounts receivable and payable, creating program files, notices, publications, brochures and more.

This position requires strong written and verbal communication skills, accuracy and organizational skills, and the ability to multi-task to complete varied departmental responsibilities. Proficient use of a personal computer and Microsoft Office programs including word, excel, outlook and publisher are required; Microsoft Office Specialist Certification is preferred.

Interested candidates must possess a high school diploma or GED equivalent; AND two (2) years of progressively responsible office experience. Must possess a valid Iowa driver's license and be insurable under county policy.

This is a full-time position working 30 hours per week with an hourly rate ranging from \$17 to \$20 per hour; some evening meetings will be required.

Jackson County offers an excellent benefit package that includes IPERS retirement, health, dental, vision and flexible paid time off. If you enjoy working with the public, meeting new people and working for your community apply today!

Detailed job information can be found below.

Click here to apply: [\*Jackson County Employment Application\*](#)

**Formal application is required (submit resume and cover letter if available (resumes do not replace the information required to be completed on the application)).**

For questions please contact Becki Chapin, Human Resource Administrator at 563-652-1710 or by emailing [bchapin@jacksoncounty.iowa.gov](mailto:bchapin@jacksoncounty.iowa.gov)

Applications will be accepted until Monday October 3<sup>rd</sup> at 4:00 p.m.; position will remain open until filled.

Reference check and successful completion of a post-offer pre-employment physical and background check will be required.

**ADMINISTRATIVE ASSISTANT  
Position Description**

**Department:** Zoning

**Date:** 09/2022

**Reports to:** Zoning Administrator

**FLSA STATUS:** Non-Exempt

**Supervision Duties:** None

**Pay Grade:** Hourly

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**PURPOSE OF POSITION**

Under general supervision, performs intermediate skilled, professional administrative support tasks and technical work assisting in the daily operations of the Zoning Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours, regular attendance is an essential function.

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.*

Essential duties and responsibilities may include, but are not limited to the following:

Providing efficient, complex administrative and technical support to the Zoning Department in accordance with carrying out Chapter 335, Code of Iowa. The following duties are normal for this position:

Answering phones, providing customer service to the public, composing routine correspondences, prepares, scans, copies, and distributes a variety of files and documents; ensures proper filing in departmental or central files; prepare documents for recording.

Assist with forms and applications ensuring conformance with established policy and procedures, verifies and reviews forms and applications for completeness; collect application fees depositing as required.

Intake and document all applications, nuisance complaints, issuance and enforcement actions, and all related follow-up.

Organizes files, property records, creating and cataloging of subdivisions, zone changes, special exceptions and others.

Creates and works with program files, compiles information and data, composes, types, formats and proofreads a wide variety of routine and complex administrative, statistical and financial reports, letters, forms and other documents; checks for proper punctuation, spelling, and grammar.

Develops notices, flyers, brochures, packets, publications, announcements, and other informational materials.

Maintains accurate and detailed records and filing systems, updates county systems and specialized databases.

Assist with Zoning Board of Adjustment and Zoning Commission meetings. Maintain calendars, prepare meeting arrangements; organize necessary set-up, prepare materials to be available at meetings, create public notices, prepare and post meeting agendas, prepare mailings, assemble and distribute packets. Attend meetings, record, transcribe, post and distribute meeting minutes, update minute book.

Monitors and orders office and other supplies; assists in preparing, processing, and tracking purchase requisitions; receives and processes vendor invoices and purchasing card invoices; review and audit of claims for eligibility and mathematical accuracy, process claims in accounts payable, deposit and perform bookkeeping functions associated with accounts receivable.

Receives and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.

Prepare registrations, make reservations and travel arrangements for meetings, seminars and conventions.

This position will perform a wide variety of other general duties and responsibilities of the office as required, and may serve as clerical backup to other departments and staff.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience:**

High school diploma or GED equivalent; AND two (2) years of progressively responsible office experience; OR an equivalent combination of education, training, and experience.

Proficient computer skills and proficiency in use of Microsoft Office programs including word, excel, outlook and publisher are required.

### **Knowledge, Skills, and Abilities:**

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties:

- Must have the ability to learn and understand applicable local, state and federal laws, codes, regulations and ordinances.
- Must exhibit accuracy, attention to detail, excellent organizational skills and the ability to prioritize and meet numerous deadlines specific to all facets of work involved in the Zoning Office.
- Must be trustworthy and have the ability to work independently without direct supervision.
- Must exhibit a professional demeanor and attitude with the ability to establish and maintain effective working relationships with County officials, employees and the general public.
- Must have the ability to follow oral and written instruction with accuracy.
- Must be proficient in typing, spelling, punctuation, grammar, oral communication, and have the ability to perform basic mathematical functions.
- Must have the ability to interpret and make routine decisions within established policy.
- Must be skillful in dealing with the diverse needs of the general public, treating everyone respectfully.
- Must maintain regular and punctual work attendance.
- Must have the ability to work irregular hours, and varied shifts as the need arises.
- Must have ability to operate all standard office equipment including computer, telephone, fax, copy machine, scanner.
- Must have the ability to become proficient in the use of software customized for the office.

**Licenses and Certifications:**

Must possess a valid driver's license and be insurable under the County insurance policy. Microsoft Office Specialist Certification is preferred.

**Physical and Mental Abilities and Work Environment:**

Must occasionally lift a range of items weighing up to 25 pounds, must occasionally lift other items and equipment weighing up to 50 pounds. Frequently required to sit, talk, hear and walk, use hand and fingers to operate office equipment; reach with hands and arms. Mental/visual effort required due to sustained periods of concentration necessary and breaks in concentration associated with answering phones or speaking in person to citizens or staff requiring assistance. Good vision is required either uncorrected or corrected.

**Working Conditions:**

Incumbent mainly works indoors in an office setting; limited exposure to varied outdoor weather conditions may occur.

Work requires extensive interaction with the public and may be stressful when dealing with irate citizens and/or meeting deadlines.