



# CUSTER COUNTY

## **Planning and Economic Development Department Job Description: Office Administrative Assistant**

### **GENERAL SUMMARY:**

Performs routine and complex clerical/secretarial tasks, administrative duties as staff support in the Planning and Economic Development Department; performs all other related duties assigned by Director and staff that are logical to the position.

Employees in this job are supervised by the Director and senior staff; however, incumbents work as part of an office team and are responsible for ensuring that the office meets its objectives. Employee must interact with public in a professional manner and possess great customer service skills.

Employees must meet the minimum requirements, conditions of employment, be able to perform successfully all essential duties and responsibilities.

This position may occasionally require irregular hours for regularly scheduled meetings.

### **PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following):

- Must obtain working knowledge or have ability to learn and understand County operations and procedures; working knowledge of standard office practices.
- Issuance of permits to the public such as building, wastewater disposal, floodplain development, and subdivision review applications; must maintain permits and inspection records; maintain a central filing system for the office.
- Schedule meetings for office staff, committees and boards. Prepares, posts, and distributes meeting agendas and agenda packets for all committees and/or boards the Planning Department directly works with.



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## **EDUCATION, FORMAL TRAINING, AND EXPERIENCE:**

- High School Graduate or G.E.D.
- Office experience preferably in a municipal or county government environment; or any equivalent combination of education and experience that enables performance of all aspects of the position.

## **CERTIFICATIONS, LICENSES:**

- Must possess a valid driver's license and must maintain eligibility to drive.

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS:**

Frequent sitting, talking, walking and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/ using various office equipment; occasionally required to lift and or move objects of anywhere from 10 to 30 pounds.

Work is performed in a office environment. Exposure to variations in temperature and humidity; continuous contact with staff and public.

## **CONDITIONS OF EMPLOYMENT (LEGAL OR CONTRACTUAL PRE – EMPLOYMENT OBLIGATIONS AND/OR REQUIREMENTS):**

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a person's identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Revenue-Motor Vehicle Division records; Department of justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law.