

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS  
BEGINNING JANUARY 12, 2023 THROUGH JANUARY 22, 2023**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING JANUARY 23, 2023 AND UNTIL THE POSITION IS FILLED.**

**JOB TITLE: SECRETARY, #10906**

**On-line: [www.co.wayne.in.us](http://www.co.wayne.in.us)**

**Date Posted: January 12, 2023**  
**Department: Building Commission/Planning and Zoning**  
**Hours: 40 hrs. per week**  
**Salary: \$19.18/hr.**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Secretary for the Planning Commission, responsible for assisting the public in obtaining zoning, building permits, and performing office functions.

## **DUTIES:**

Answers telephone and greets the public, provides assistance with obtaining zoning and building permits, and answers questions regarding County zoning.

Performs administrative support duties, including setting appointments for inspectors, sending out mailings for office, and ordering office supplies as needed.

Performs bookkeeping duties, including receiving permit fees, balancing ledger, completing quietus for Planning Commission and Building Commission, completing payroll schedule and voucher, and balancing the petty cash drawer.

Attends Board of Zoning Appeals (BZA) and Plan Commission (WCP) meetings and takes minutes, checks attendance, and sets room up for meeting. Types minutes for BZA and WCP meetings. Researches plats, including finding owners of surrounding properties for BZA and WCP meetings.

Posts Improvement Location Permits on index card files.

Assists in preparing Annual Report for the Zoning Office, including gathering data from ledgers and files.

Performs duties of Administrative Assistant for the Building Commission in his/her absence.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED with previous office experience preferred.

Working knowledge of standard office procedures, zoning and building codes, and computer skills, with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and pronunciation, and the ability to complete reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, transcriber/Dictaphone, fax machine, postage meter, copier, and telephone.

Ability to read and interpret detailed prints, layouts, and maps.

Ability to compile, collate, and classify data.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compute and calculate, such as balancing ledger and cash drawer.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended hours and evenings. May travel out of town for seminars, but not overnight.

## **II. RESPONSIBILITY:**

Incumbent performs standard recurring duties with assignments guided by definite objectives using a variety of methods and procedures. Incumbent receives indirect or occasional supervision with work priorities primarily determined by a flexible, customary routine and service needs of the public. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented through standard bookkeeping checks and prior instructions from supervisor. Undetected errors may result in inconvenience to other agencies or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Maintains frequent contact with co-workers, other County departments, and the public for the purposes of exchanging information.

Incumbent reports directly to the Director of Development.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, keyboarding, hearing sounds/communication, and speaking clearly. May occasionally work with or be exposed to violent/irate individuals.

Incumbent is occasionally required to work extended hours and evenings. May travel out of town for seminars, but not overnight.

**APPLY AT:** Wayne County Government  
Human Resources  
401 E. Main Street  
Richmond, IN 47374

On-line at: <https://www.co.wayne.in.us/web/jobs/index.php>

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EQUAL OPPORTUNITY EMPLOYER***