

Minidoka County

Job Description

Title: Administrative Assistant / Permit Technician	Code: 103B
Division: Community Development	Effective Date: 02/07/2011
Department: Building & Zoning	Last Revised: 08/15/2023

GENERAL PURPOSE

Performs a variety of full routine administrative, and clerical duties as needed to expedite the administrative, technical or clerical functions of the Building, Planning & Zoning Department

SUPERVISION RECEIVED

Works under the general supervision of the Building & Zoning Administrator

SUPERVISION EXERCISED

May provide close to general supervision to office staff in training

ESSENTIAL FUNCTIONS

General: Acts as receptionist; answers phone and routes call, takes and relays messages, provides information to inquiring parties responds to general questions related to department functions, takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence composes routine letters and informative notices.

Monitors department calendar to avoid conflicts; schedules appointments for administrator and inspector(s), advises personnel of meeting requirements, monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc. Apprises commission and/or board members of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates personal computer and various software applications for word processing, composes formal documents, records maintenance and data input; participates in the preparation of the departmental annual budget; performs initial organization of budget detail; presents preliminary budget to planning director; monitors department fiscal activity to assure compliance with established budget guidelines; receives and processes departmental bills for approval and payment; prepares requisitions, balances account records, performs daily deposits, prepares and reviews month end deposit reports.

Acts as a notary to validate various and specific portions of documents as required for zoning clearances, building permits, and other assigned functions of the department

Assists and expedites training to assure that new staff has the ability to execute the functions outlined in the position of Building, Planning & Zoning Assistant.

Planning & Zoning: Assists the public in the completion and processing of zoning applications, i.e., land use, signage, zoning, subdivision, etc.; assists in the general administering of land use and subdivision regulations.

Receive and review zoning clearances for completeness and accuracy; ensures timeliness of field visits and permit processing; follows established procedures and processes as needed to complete the placement of permits.

Calculates and assesses fees according to fee guidelines and regulations; collects fee payments and ensures proper deposit with county treasurer's office.

Provides initial contact with the general public seeking information regarding zoning and building permits; determines necessary application forms and may assist customer with completion; receives site plans for new residential and commercial developments; accepts petitions for rezoning and conditional uses; assess fees according to established requirements;

May assist in scheduling Pre-Application meeting with Local Utility and Government Agencies

Prepares meeting files and letters, sends out notices of P&Z commission and boards of appeals meetings, maintains meeting and appointment calendar, schedules meeting locations and apprises commission of meeting plans, prepares meeting agenda as directed, publishes notice of meeting via local newspaper and posts notices as required. Prepares notices for delivery to adjacent property owners to apprise of proposed or pending actions.

Building: Receives and reviews applications for various types of building permits; determines completeness of applications; verifies and collects appropriate fees; issues permit's, deposits revenues with county treasurer, reviews building permit documents and enters into computer system database, generates various reports related to building activity for distribution to county and state officials.

Schedules inspections; follows-up on various inspection activities during course of construction; organizes schedule for final inspections by county inspector(s); receives notification of inspection status and prepares certificates of occupancy or temporary certificates of occupancy; assists code enforcement staff with various report processing and document maintenance.

May assist in scheduling Pre-construction meetings, with developers, contractors, architects, administrators, inspectors, planners, and other agencies to determine project feasibility and to apprise project review teams of workload potential, time-lines and schedules.

Public Records Custodian: Responds to community "Public Records Request" or to receive additional information regarding certified letters received regarding public hearing notices; follows established policies and procedures and government records access regulations to appropriately comply with requests. Distributes and maintains log of public record requests;

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus one (1) year of specialized training in general office practices and procedures, PC operation and various software applications;

AND

B. Two (2) years of responsible experience related to above duties;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, laminator, etc.

Working knowledge of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting. **Some knowledge** of the mile marker system for calculating distances.

Skill in taking and transcribing dictation from hand written notes or from recording equipment; and using computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; work under the pressure of time deadlines and related workload stress and multi-tasking requirements; read and understand building plans, building codes, flood plain maps; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 60 wpm.

Be a certified ICC Permit Technician or obtain certification within 6 Months

Public Notary or able to attain Public Notary within 6 Months

4. Work Environment:

Incumbent of the position, performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving. Tasks may require periodic local travel related to locating or verifying properties and addresses.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Minidoka County and/or acting Department Head reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)