Planning & Zoning Administrative Support

Oneida County Planning & Zoning is accepting applications to fill a full-time (37.5 hours per week) Administrative Support position. This position performs varied secretarial and administrative tasks using independent judgement in the application of Planning & Zoning procedures. This person has significant public contact requiring patience, understanding and tact. Starting 2020 hourly rate of $17.02 to $18.48 plus excellent fringe benefit package.

Qualified individual must have high school degree or related; one-year (24 credits) post high school education in Administrative Professional or Secretarial Science program; two years' work experience in an office environment performing related duties; computer knowledge; type 60 wpm; ability to understand and apply zoning ordinances.

Complete job description and ***required*** Oneida County application are available at www.co.oneida.wi.us. Completed application and resume should be emailed to jlueneburg@co.oneida.wi.us or emailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501. Applications due by Wednesday, August 12, 2020 at 4:30PM

EOE/AA

Oneida County
Job Description

Job Title: Administrative Support
Department: Planning & Zoning
Reports To: Office Manager
FLSA Status: Nonexempt
Prepared By: Denise Hoppe, Office Manager
Prepared Date: July 2019
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: July 2019
Reviewed Date: _____

SUMMARY The person in this full-time position performs varied secretarial and administrative tasks using independent judgement in the application of Planning & Zoning procedures. This person has significant public contact requiring patience, understanding and tact.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist customers with preparation of completing permit applications on the telephone including reading and looking up legal land descriptions and verifying zoning districts. Receipt money in for a variety of permits, copies, etc.

Acts as switchboard operator for the department. Answer calls and provide a variety of information including looking up zoning districts, providing setback information, answering land use questions and sets up appointments for zoning inspectors.

Assist with the Sanitary Maintenance Program.

Types a variety of letters, memos, and forms including letters to town boards and the public through dictation and hand written notes. Type complaint letters, rezone and cup petitions and ordinance amendments. Types, compiles and distributes information and agendas for the Planning and Zoning Committee.

Performs back-up duties for Program Assistant and other staff persons to include taking and transcribing minutes at various meetings.

Maintains central office files including data entry.

Researches records to locate past sanitary and zoning permits of properties. Faxes and emails information to the public, realtors, plumbers, etc. Assists the public with locating information on the county website.

Types and assists with Notice of Public Hearing. Sends to newspaper for publication and distributes to appropriate parties.

Sends monthly permit copies to assessors and town along with monthly reports.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to type 60 wpm.
Knowledge of computer hardware, software, and accessories.
Knowledge of math, bookkeeping, English, and Legal Land Descriptions.
Ability to set up and maintain accurate records and files.
Ability to plan, organize, and schedule priorities effectively.
Ability to understand and apply zoning ordinance rules to individual applications.

EDUCATION and/or EXPERIENCE
High School Degree with course work in typing, word processing, dictation, bookkeeping, and secretarial science.
One year post High School education in an Administrative Professional or Secretarial Science program or related area.
Two years of work experience in an office environment performing related duties.

LANGUAGE SKILLS
Good oral and written communication skills.

MATHEMATICAL SKILLS

REASONING ABILITY

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS The physical demands 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.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.