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|  | **POSITION DESCRIPTION**  |
|  | **COUNTY OF JENNINGS, INDIANA**  |
| **POSITION:**  | **Office Clerk**  |
| **DEPARTMENT:**  | **Area Plan Commission** |
| **WORK SCHEDULE:**  | **8:00 a.m. – 4:00 p.m., M-F, 35 Hours per Week**  |
| **JOB CATEGORY:**  |  |

# DATE WRITTEN: STATUS: Full-time

# REVISED: October, 2023 FLSA STATUS: Non-exempt

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

Incumbent serves as Clerk for the Jennings County Area Plan Commission, 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.

**DUTIES:**

Receives and processes building permits. Determines if any additional permits (i.e., special use or Variance) are required. Schedules requests for inspections from the public and ensures that the Building Inspector receives all related information. Prepares and mail outs associated with the permitting process for public notification.

Provides ordinance related information to the public, prepares and maintains reports, records and files related to issuance of building permits.

Answers counter and telephone inquiries related to permits code enforcement, related ordinances for building and planning issues. Maintains and update files and records and compiles relevant statistics. Answers counter and telephone inquiries regarding various issues including Zoning, Permits and Variance Permits.

Receives, records and reconciles for approval, cash received from the public and issues receipts. Ensures that all valuables such as cash, checks, receipts and keys are filed or stored in a secure and appropriate location. Prepares bank deposits. Daily record of permit fees collected, as required by the State Board of Accounts.

Process complaints, notices and a variety of correspondence regarding code violations and other building/code issues. Demonstrate professionalism, courtesy, and diplomacy while communicating with the public in person, on the phone, via email and in contentious or confrontational situations.

Performs other related duties as requested by the Executive Director.

To attend Board Meetings and/or classes/seminars, as requested by Executive Director.

File materials promptly and keep office neat and orderly.

**SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be 18 years of age and ability to meet all department hiring requirements.

Working knowledge and ability to make practical application of County and OSHA safety policies and procedures.

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

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

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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

Ability to occasionally work extended hours and evenings.

Working knowledge of the principles of zoning and planning including code enforcement.

Working knowledge of personal computers and programs including Microsoft Office and email and internet.

Ability to communicate orally and in writing with residents, contractors, and consultants.

Possession of a valid driver’s license and demonstrated safe driving record.

1. **RESPONSIBILITY:**

Incumbent performs duties with work priorities and schedules primarily determined by supervisor and service needs of the public. Assignments are guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and plans and arranges own work, referring to supervisor when interpretations of departmental policies and programs are thought necessary. Incumbent reports directly to the Executive Director.

1. **PHYSICAL EFFORT:**

Incumbent performs duties in standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, hearing sounds/communications and speaking clearly. Work involves direct and continuous interaction with the public and other government employees on the telephone and in person. Work is performed in a highly demanding atmosphere where interactions with irate/forceful customers may be routine and in an environment of frequent and numerous interruptions.

1. **WORKING CONDITIONS:**

 Incumbent occasionally works extended hours, evenings, and weekends.

# APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

 The job description for the position of the Clerk for the Jennings County Area Plan Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

 APPROVED BY THE BOARD OF COMMISSIONERS ON , 2023.

ROBERT WILLHITE SHANE BOSWELL

MATT SPORLEDER

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

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Applicant/Employee signature Date

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Print/Type name