

JOB OPENING

NOBLE COUNTY PLAN COMMISSION

FULL-TIME POSITION FOR COUNTY CODE ENFORCEMENT / OFFICE ASSISTANT

Noble County Plan Commission has a job opening for County Code Enforcement / Office Assistant as support staff to the Plan Director and Staff of the Noble County Plan Commission Office. This is a full-time position with competitive pay, retirement package, and medical, dental and vision packages. Pay range based on experience and qualifications;

DUTIES:

- Follow up on complaints submitted to the Plan Commission Office regarding potential violations against the Noble County Junk, Trash, Debris Ordinance (JTD) and/or the Unified Development Ordinance (UDO) in a timely manner.
- Adhere to the regulations set forth in the JTD, UDO and State Code.
- Direct assistant to the Zoning Administrator.
- Provide assistance to the public; in person and over the phone.
- Serves as secretary to the Plan Commission and/or Board of Zoning Appeals board(s); attend monthly meeting, prepare meeting packet, minutes, meeting room preparation and deconstruction, and archiving of all documents pertaining to this department.
- Ability to attend and take minutes for public meetings.
- Knowledge and/or the ability to learn legal requirements of the position.
- Maintain the office website, calendar, filing of documents, and assist the building department when needed.
- Desire to learn more about Zoning and Planning, including education.
- Ability to participate in onsite inspections as required by the department head.

JOB REQUIREMENTS:

- Highschool Diploma, GED or 3-years of direct experience is preferred.
- Must be an effective and efficient communicator, with co-workers, other county employees and offices, and the public.
- Knowledge and ability to work with general office software including excel, Adobe, Word and willing to learn ArcGIS.
- Evening meetings – 1 per month is typical.
- Ability to work collaboratively and independently with minimum supervision.
- Ability to work on several tasks at the same time.
- Ability to decipher priorities in the workflow and meet deadlines.
- Willing to serve the public, and offer support to staff.
- Will take on any additional assignments or task assigned by the Zoning Administrator.
- Possible background check.
- Hold a valid Indiana Driver's License.

Interested parties can apply in person or by mailing a resume and cover letter to Noble County Plan Commission in care of Jackie Knafel at 109 N York St. Albion IN 46701 or by email to Jackie.knafel@nobleco.gov by August 12, 2024.