

JOB OPENING

NOBLE COUNTY PLAN COMMISSION

FULL-TIME POSITION AS AN OFFICE ASSISTANT / DEPUTY PLANNER

Noble County Plan Commission has a job opening for an Administrative Assistant / Deputy Planner. 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:

- Provide Administrative support to the department, other county offices and local officials.
- Provide assistance to the public; in person and over the phone.
- Direct assistant to the Zoning Administrator.
- Serves as secretary to the Plan Commission, Plat Committee and Board of Zoning Appeals; meeting minutes, prepare monthly meetings, bi-weekly meetings, room prep and decommission, and archiving.
- Maintaining the office will require an organized detailed individual; office website, calendar, payroll, filing documents, archiving documents, submitting claims, filing legal notices, and assist the Building Dept. when necessary.
- Desire to learn Zoning and Planning.
- Ability to be able to participate in onsite inspections as required by the department.

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.
- Will serve other duties and assignments as requested/required.
- 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.knafer@nobleco.gov by July 24, 2024.