

**JOB TITLE:** ADMINISTRATIVE ASSISTANT III  
**DEPARTMENT:** Planning  
**SUPERVISORS:** Administrative Manager and Planning Director  
**SUPERVISION EXERCISED:** None  
**BOCC APPROVAL:** July 2020

### **Job Scope**

**Summary:** Performs a variety of advanced secretarial duties related to the land use planning and building functions of the Planning Department.

**Other Information:** Work performed involves a moderate degree of complexity where regular, independent judgment is required to apply standard practices and decision-making within clearly defined parameters. Works independently with periodic supervision under the general direction of the Administrative Manager and Planning Director. Work involves attending planning-related public hearings and special meetings of the Board of County Commissioners, the Planning & Zoning Commission, and the Hearing Examiner. The position is responsible for daily bank deposits and cash box reconciliation. The Administrative Assistant III communicates heavily with others inside the department and regularly with other departments throughout the county, county officials and customers and vendors of the Planning Department. Work has significant, distinct impact on the operations of the Planning Department with potential for noticeable impact on the County in its relations with the public and with the need to produce error-free documents. Most errors can be identified and corrected before impacting the public or department with oversight from supervisors. Work is typically performed in an office environment with considerable stress due to critical deadlines. Does not typically require travel outside the local area, but regularly involves travel to attend training or public meetings.

### **Essential Functions**

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Works is performed in the planning permit and land use management software program.
2. Regularly attends public hearings and special meetings of the Planning & Zoning Commission, Board of County Commissioners, and Plan Committees. Responsible for taking minutes, recording proceedings, registering exhibits, and producing minutes of the various hearings and meetings.
3. Creates public hearing legal notices for publication in the newspaper of record, posting consistent with Idaho's Open Meeting law, and for mailed notices to adjoining landowners, taxing districts and agencies. Composes minutes, prepares mailing lists, public hearing and meeting agendas, and other documents as assigned. Tracks affidavits of publication, records of mailing and certified letters to ensure noticing requirements are met. Assists planners, as directed, in the drafting of staff report templates and related photocopying. Assembles necessary file documents for the Board of County Commissioners, Planning & Zoning Commission and Hearing Examiner prior to public hearings and meetings. Prepares decision letters for planners following hearings.
4. Responsible for preparation of Planning legal documents, including but not limited to public records requests, court exhibits and records for court cases.
5. Receives and routes phone calls and walk-in customers to appropriate personnel. Answers general information questions and routes all other questions regarding planning and zoning to appropriate employees, other departments, or agencies. Schedules appointments for planning staff as directed. Demonstrates a professional and positive representation of the planning department.
6. Sets up, maintains, and updates various land use files and databases. Scans and assists in the maintenance of the digital record process for the department, as well as other general filing duties as assigned.

7. Prepares room setup for all public hearings and meetings, including any necessary documentation.
8. Updates the department web page by posting meeting agendas, minutes, staff reports or other documents, as directed.
9. Composes letters and drafts documents, as requested by supervisors.
10. Performs routine clerical assignments, such as copying, faxing, mailing correspondence, handling money, writing receipts, and distribution of incoming and outgoing mail etc.
11. Provides back-up support for the Administrative Manager as required.

### **Secondary Functions**

1. Performs all other secretarial duties as assigned. Duties include but are not limited to recording documents with the County Recorder, copying, scanning, filing maps and cross-training to assist in various department functions.

### **Job Specifications**

1. Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
2. Three years secretarial or clerical experience required with previous experience in land use planning office or closely related office (surveying and engineering office, for example) preferred.
3. Working knowledge of planning and zoning terminology and procedures preferred at time of hire but may be learned during first year of employment.
4. Must possess good organizational, telephone, and communication skills. Must be able to communicate effectively, both orally and in writing. Must be able to prioritize workload and meet deadlines.
5. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and occasionally upset customers. Must be able to transition between multiple tasks on a frequent basis.
6. Proficient grammar skills as used in the composing and proofreading of documents.
7. Ability to accurately and proficiently type at or about 50 wpm.
8. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
9. Must possess basic math skills and the ability to solve practical problems using a variety of instructions.
10. Ability to use a variety of general office equipment, including personal computers, multi-line telephones, fax machines, scanners, copiers, labelers, etc.
11. Required computer skills in Microsoft Office Suite and Google Suite.
12. Must possess current driver's license with history of good driving record.
13. Must complete notary public certification within first year of hire.

**Working Conditions**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, pushing, pulling, stooping, lifting walking, and repetitive motions. Requires good general vision. Regular travel outside area for training or attendance at public meetings.

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This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_