

DEPARTMENT: COMMISSIONERS
DIVISION: ZONING AND BUILDING DEPARTMENT
LAST UPDATE: September 2023
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Perform a variety of skilled working level duties in the areas of: assist in functioning of the Building Department and the Planning and Zoning Department. Provides administrative support and performs research and clerical duties for the Department, including follow through on administrative assignments for Cassia County Commissioners and Cassia County Zoning Administrator. The successful candidate for this position will be the primary receptionist for the Zoning and Building Department.

NATURE AND SCOPE:

Works under the specific supervision, guidance and direction of the County Building Official and the County Zoning Administrator and the general supervision of the County Commissioners. This is a full-time position.

MINIMUM JOB PREREQUISITES AND SKILLS:

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, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Graduation from High School or equivalent
2. Good working knowledge of and proficiency in the use of computer and other office equipment, including, but not necessarily limited to printers, scanners, various software programs, copy machine
3. Bondable as a Notary Public and for handling funds.
4. Knowledge of general bookkeeping skills
5. Capable of creating, using, and maintaining a wide variety of records within the department
6. Proficient in written and oral communications
7. Language, mathematical, judgment/reasoning
8. Responsible for performing with a high degree of accuracy and thoroughness
9. Must possess a valid Idaho Driver's License

ESSENTIAL JOB FUNCTIONS:

1. Ability to work independently with little supervision
2. Ability to receive telephone calls and office calls and assist in directing patrons to proper offices to serve their needs in a courteous and efficient manner
3. Ability to exercise discriminating thinking and creative problem-solving

4. Comfortable searching and retrieving information from the Internet and other sources
5. Ability to accomplish standard office tasks
6. Knowledge of and proficiency in the use of computer system, printers, adding machine, keyboarding, copy machine, fax, various software programs and other office equipment
7. Demonstrated ability to communicate effectively, verbally and in writing
8. Ability to communicate and work with public and fellow employees
9. Ability to follow written and oral instructions
10. Ability to meet deadlines
11. Responsible for performing with a high degree of thoroughness and accuracy
12. Capable of creating, using and maintaining a wide variety of records within the department
13. Language, mathematical, judgmental/reasoning
14. Performs all work duties and activities in accordance with Cassia County policies, procedures and safety practices
15. Performs other related duties as required or assigned

SPECIFIC DUTIES:

The following duties are customary for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Perform administration assignments; and assist in coordinating and executing projects for Commissioners and Office of Zoning Administration
2. Prepare billings for services rendered; maintain accounts payable, accounts receivable, and account collection.
3. Maintain office records and files
4. Scan zoning ordinance and other requested information for access on county web site to meet the requests and demands of the public
5. Assist with building permits and input of computer data, assist with training and accessibility of county building permit program, monitoring backups and updates
6. Work closely with relevant parties in providing accurate rural addresses.
7. Determine daily work projects, set priorities and delegate assignments
8. Assist in the coordination, design, development and maintenance as well as creation of databases and other related projects
9. Participate with 9-1-1 , IT and P&Z, and other county boards and committees to assist with agendas, meetings, taking and drafting of meeting minutes and updates
10. Check contractor registration numbers with the State to ensure validity
11. Calendar and schedule Building Official and Inspector inspections
12. Maintain Certificates of Liability for contractors working with the County
13. Assist in Administrative Land Division and Boundary Line Adjustment processes, including review of submissions
14. Other duties as assigned by Commissioners, Zoning Administrator or Building Official

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and review maps, surveys, legal descriptions, diagrams and other documents.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment.
4. Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting for long periods of time.
5. The noise level in the work environment is usually moderate.
6. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.