

Cass County Zoning Department Administrative Assistant Job Description

Description of Work

Under the supervision of the Zoning Administrator oversee the daily operation of the Zoning office and keep the Zoning Administrator fully informed of all problems, decisions and activities that have been made and are being performed. Assume duties of Deputy Zoning Administrator in the absence of the Zoning Administrator. Performs both skilled and unskilled duties to include the following:

Duties – Examples of work

- Process permit applications.
- Customer Service. Answer questions concerning zoning issues, land classifications, property development, researching of properties for citizens over the phone and in person.
- Maintain and file records.
- Type Letters.
- Order supplies.
- E911 Signs – Review addresses – order locates – order signs.
- Open mail and distribute.
- Enter daily time records.
- Schedule inspections for building inspectors.
- Attend evening meetings when needed as Recording Secretary of the Planning Commission.
- Keep agenda and minutes for the Cass County Planning Commission meetings.
- Input and process claims for payment.
- Prepare and maintain payroll records.
- Balance monthly budget.
- Register and maintain records for contractors.
- Publish agenda and notice of public hearings.
- Send out packets with information concerning next meeting to County Commissioners and Planning Commission members – includes research of properties.
- Prepare and main various computer-generated reports for:
 - a. Board of Commissioners
 - b. Account for all monies and prepare balance sheet for auditors.
 - c. Reports to Department of Commerce, Omaha Chamber of Commerce, Alltel, Farmers Co-Op, Plattsmouth Journal, Assessors office.
 - d. Reports of monies collected, permits issued, inspections performed to all Villages.
 - e. Inventory
- Compose and send out quarterly Zoning Newsletter to all registered Contractors.
- Any other tasks required by the Zoning Administrator.
- Provide information to the public in all areas of permits.
- Be knowledgeable of State Statutes concerning Zoning.

Special Requirements

- Excellent communication skills and ability to work with the general public.