
Administrative Assistant

Starting salary: \$12.00 per hour Part-Time Position

JOB DESCRIPTION

This is a clerical position in a fast-paced environment.

- Customer service, in person and telephone
- Process permit applications for construction activities within the Lake Area Zoning District
- Process time sensitive materials, meet deadlines, Maintain logs, spreadsheets, and draft letters
- Assist the public with ULUC pertaining to land use and construction within the Lake Area Zoning District.
- Perform a variety of other tasks as assigned by the County Planning Administrator

REQUIREMENTS

- Requires graduation from a general or technical high school or equivalent.
- Requires working knowledge of a personal computer, copier and calculator.
- Working knowledge of Microsoft Word, Excel, Outlook and ArcGIS is a plus.
- Ability to multitask and strong organizational skills are a must
- Requires ability to understand and follow written and oral instructions; communicate orally and written; exercise judgment and decisiveness in various situations
- Establish and maintain effective working relationships with other employees and the public.
- Requires the ability to read maps and a general knowledge of the Lake Area.
- Employee must be able to read and interpret basic construction site plans and drawings
- Gain a general knowledge of County ULUC code, and other related regulations.
- An equivalent combination of education, training and experience will be considered.

HOW TO APPLY: Submit application to Tanna Wirtz, Camden County Planning & Zoning Department at #1 Court Circle Suite 15, Camdenton, MO 65020 Monday through Friday between the hours of 8:30am – 4:30pm. To assure consideration, applications must be received by 4:00 p.m., January 15, 2021. Late applications may be considered when possible in order to increase the number of qualified applicants.

Camden County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Camden is a drug and alcohol free work place. A pre-employment drug screening and background check is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER