



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR

(605) 626-7115

FAX (605) 626-4010

www.brown.sd.us

TEMPORARY PART TIME POSITION

JOB DESCRIPTION – PLANNING & ZONING SECRETARIAL POSITION

POSITION TITLE: **SECRETARY**

DEPARTMENT: Planning & Zoning Office - consisting of the Director of Planning & Zoning which is a full-time position.

GENERAL DEFINITION OF WORK:

- Performs secretarial and clerical support functions such as answering the telephone, filing, and making appointments for up to 25 hours per week for a temporary time of up to 3 months.
- Assists the public by telephone or in person and taking messages for director.
- Performs data entry, creates Microsoft Word documents as directed.
- Assists the Director to compile and furnish information requested by county, local and State departments.
- Perform other duties as assigned, including notifying supervisor of concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use all Microsoft Office products proficiently.
- Typing and general clerical skills.
- General understanding of land title abstract, real estate transactions and legal descriptions a plus
- Ability to use a computer, copy machine, and any other office equipment.
- Ability to deal with the public and employees tactfully and courteously.
- Ability to handle conflicts or complaints from the public.
- Positive public relation skills, is a self-starter, has problem solving skills and can deal with multiple tasks simultaneously.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED) will be the minimum level of education that will be considered.

Must have one (1) year of secretarial training and/or equivalent experience including data processing.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 40 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY PLANNING SECRETARY TEMP POSITION

Brown County is seeking a responsible individual for the temporary part-time position of Planning Secretary to last up to 3 months for up to 25 hours per week. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is \$11.43 per hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., March 9, 2018 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov.

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.