

Stone County, Planning & Zoning Clerk

Position Title: Office Clerk

Position summary:

The clerk is responsible for the day to day activities of the office, including but not limited to, data entry, phone calls, and providing information to the general public.

Essential Responsibilities and duties:

Accurately enter data into various computer systems.

Clearly and effectively write reports and enter information into computer systems.

Clearly and effectively communicate information to co-workers, citizens, and visitors in verbal (in person or via phone) and written formats.

Sort mail and various paperwork required.

Assist citizens with information about the county or other issues upon request, and/or direct them to the proper office that they seek.

Effectively organize work area and use time management skills.

Must be able to maintain a positive attitude while dealing with many different personality types and situations.

Provide excellent customer service for all Stone County Citizens and visitors.

Must attend all training as required.

Compile data, review maps, plats and site plans and/or any documents to be presented to the Board of Adjustments, Planning & Zoning Board or the Stone County Commission.

Maintain an accurate receipt book and reconciliation ledger.

Prepare documents by typing, copying, scanning and/or filing.

Other duties as assigned.

Attend monthly meetings as required.

Education, Knowledge, Skills and Abilities:

Read and follow instructions.

High School Diploma or GED equivalent.

Previous office experience preferred.

Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication.

Must know and understand all safety procedures of the department at all times.

Must have acceptable attendance record.

Problem Solving/Analysis.

Routinely use standard office equipment.

Flexibility.

Able to perform all tasks listed above on daily basis.

Physical Demands:

Lifting and carrying up to 20 pounds occasionally and up to 10 pounds frequently.

Able to work in loud and busy environment, as well as, quiet environment.

Frequently sitting for long periods of time.

Walking and standing frequently.

Must have manual use of hands and vision to use computer on a daily basis.

Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public.

Supervision:

Must be able to work closely with your Planning & Zoning Director and Chief Deputy, and all personnel in your office. All major decision will be subject to the Planning & Zoning Director, in the absence of the Planning & Zoning Director, refer to the Chief Deputy.

Working Conditions:

The majority of work performed is in the usual office environment.

Stone County is an Equal Employment Opportunity (EEO) employer.

Accommodations for individuals with disabilities are provided upon request.