

**COUNTY OF LOUISA  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
PART-TIME ADMINISTRATIVE ASSISTANT**

**Summary:**

Under general supervision of the Senior Administrative Assistant, the Administrative Assistant provides administrative and clerical support to the Director, Zoning Administrator, Building Official, Senior Planner, Code Enforcement Officers and GIS Coordinator in the Department of Community Development. The work is performed under general supervision within established guidelines and procedures; however much independent judgment is exercised. Excellent customer service and communication skills are essential to function in a fast paced, professional environment.

**Essential Functions of the Position:**

- Interfaces with departments and the public and serves as a liaison between citizens and other departmental personnel with filing and processing applications associated with the Community Development Department.
- Assists with processing land use amendment applications, zoning/development permits, variance applications, and issuance of building permits; enters scheduled inspections and inspection results.
- Maintains a current knowledge of County ordinances and regulations relating to the department.
- Answers telephones and provides information to callers or routes call to appropriate officials.
- Schedules appointments for Community Development staff.
- Composes and prepares routine correspondence and reports for the department under general supervision.
- Copies correspondence or other printed matter for department. May assist in assembling meeting materials for Planning Commission, subcommittees, Board of Zoning Appeals, or Board of Building Appeals.
- Files correspondence and other records.
- Receives monies and issues receipts.
- Prepares outgoing mail using postage-metering machine.
- Opens, dates, and distributes incoming mail and interoffice mail.
- Attends Planning Commission and subcommittee meetings (Long Range Planning and Development Review Committee), or Board of Zoning Appeals meetings and serves as recording secretary.
- Prepares documentation and meeting materials, attends and takes accurate detailed minutes for the Development Review Committee. Prepares notes, correspondence and reports and transcribes meeting minutes. Proofreads documents to ensure accuracy. Posts minutes to County website monthly.
- Provides general planning or zoning information to the public, evaluates the need for supplemental County specific information, and reference documents that provide that data.

- Coordinates permit approvals with other County Departments.
- Assists with compilation and distribution of meeting materials for the Planning Commission, subcommittees, and the Board of Zoning Appeals, including public notices, agendas, minutes and packages to members.

**Required Skills, Knowledge and Abilities:**

- Proficiency in Microsoft programs, including Word, and Excel.
- Ability to perform job requirements in a timely, accurate manner, including follow-through on tasks;
- A working knowledge of best practices of office procedures, English, grammar, punctuation and arithmetic;
- Excellent organizational skills, attention to detail and the ability to maintain confidential information also essential;
- Skill in typing along with the ability to read, spell proofread, file alphabetically, numerically and chronologically;
- Must be able to demonstrate sound organizational, analytical, and problem solving skills, effective listening skills and the ability to understand and follow directions;
- Demonstrated ability to communicate effectively, both orally and in writing, along with excellent customer service skills, to deal with a broad spectrum of individuals;
- The ability to exercise sound professional and personal judgment, discretion, tact and resourcefulness and make independent decisions in accordance with established policies and procedures when problem solving;
- Computer skills also required to operate a personal computer and the associated office and agency software and technology to establish and maintain accurate and complete case records, and to access, manipulate and verify data;
- Mathematical skills required to calculate percentages, formulas and averages to solve mathematical problems and make mathematical computations with accuracy. Ability to accurately create and maintain complex records and prepare reports from such records along with the ability to compose and prepare effective correspondence; and
- Requires regular attendance and adherence to County policies and procedures regarding absences and tardiness and requesting time off from work.

**Education, Experience and Training:**

General knowledge of a variety of basic topics such as math, reading, accounting, typing, computer skills, etc. is required. Candidates should possess a minimum of a high school diploma and 1–2 years of relative administrative experience or any equivalent combination of education, training and experience to provide the necessary knowledge, skills and abilities in a fast-paced, professional environment.

### **Working Conditions:**

- **Environmental:** Work is typically performed in an indoor setting. The department is currently open to the public Monday through Friday from 8:30 a.m. until 5:00 p.m. This position will require a flexible schedule to accommodate the needs of the Department and the County to include evening, weekend and occasional holiday hours.
- **Physical Effort:** Light to moderate work, exerting up to 10-15 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- **Hazards:** The employee is subject to inside environmental conditions.

### **Special Conditions or Requirements:**

- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County's Drug-Free Workplace Policy.
- Must possess a valid Driver's License.
- Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period; six (6) month probationary period if an internal candidate is selected.

### **Disclaimer:**

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.