**OVERVIEW**

The Zoning Office Assistant, under the direction of the Planning & Zoning Director/Zoning Inspector, performs a variety of tasks relating to the Zoning Department’s activities by assisting with zoning board meeting preparation and mailings; and maintaining permit records for the zoning department. This is a part-time position with approximately 10-15 hours per week.

**RESPONSIBILITIES**

Primary Duties

1. Enter zoning applications and update parcel information in the zoning permit software used by the department. (iWorQ.)
2. Prepare legal notices and meeting notices and send them to appropriate newspaper(s) for zoning board meetings.
3. Prepare and mail required legal notifications to property owners for zoning cases under consideration.
4. Prepare zoning board meeting packets by making copies of agendas, minutes, and any zoning applications under consideration. Prepare packets for mailing.
5. Access Lake County GIS system to verify property owner information. Print GIS aerial photos for distribution to zoning board members.
6. Update Township website as necessary including posting Zoning board meeting dates, meeting transcripts, videos and agendas.
7. Assist in the preparation and processing of Zoning Certificates of Compliance (enter data into iWorQ, file certificate copies and mail originals to permit holders).
8. Assist in the design and update of zoning forms (application for site plan review, staff reports, design review and approval form, variance/appeal applications).

General Office Responsibilities

1. Greet the public and answer the telephone to provide information or direct a caller to the appropriate person.
2. Update and maintain Zoning files.
3. Assist with the processing of general inquiries or public records requests.
4. Order office supplies, as needed.

**REQUIREMENTS**

1. Must be able to communicate the English language clearly and concisely in written and oral form.
2. Must be able to access, input, and retrieve information on a Windows-based operating system and Microsoft Word and Excel to produce forms, letters, reports, memos, and other documents, quickly and accurately.
3. Must be able to establish and maintain effective working relationships with others.
4. Must be able to perform responsibilities with a minimal amount of supervision.

**EDUCATION AND EXPERIENCE**

1. High school graduate or equivalent with typing, word processing, accounting and secretarial training.
2. One (1) or more years experience in an office setting or equivalent.

**WORKING CONDITIONS**

This is a work environment in which light physical work is required. Must be able to lift, force or move objects in excess of 40 lbs., occasionally, and/or in excess of 20 lbs., with some regularity.

Must be able to sit, stand, walk, stoop, crouch, reach, twist, pull, use hands, hear and distinguish sounds in a quiet setting and see with acuity.