

**Hendricks County**  
**Job Description**

**Title:** Planning Secretary

**FLSA Status:** Non-Exempt

**Department:** Planning & Building

**Supervisor:** Office Manager

**PURPOSE OF POSITION:**

The Planning Secretary provides clerical support to the planning director, planner and Plan Commission.

**ESSENTIAL FUNCTIONS:**

- Compiles and submits prepared information to appropriate individuals prior to Plan Commission meetings and public hearings.
- Researches records to compile data for Plan Commission cases.
- Attends and records Plan Commission meetings, and prepares official minutes.
- Prepares and submits three monthly Plan Commission agendas (i.e. Staff Review, Plan Commission and Plan Commission Administrative) to Plan Commission staff, members, applicants and their representatives.
- Prepares and submits for approval all Findings of Fact, Memorandums and Ordinances after monthly meetings, and forwards copies to appropriate parties.
- Maintains statistical information for annual report.
- Maintains list of all approved plats, site plans and zoning amendments, and forwards to appropriate parties.
- Files all copies of recorded plats and address assignments for new subdivisions.
- Maintains all Plan Commission mailing lists.
- Schedules appointments for petitioners to file applications for new Plan Commission cases.
- Receives applications and fees for minor/major subdivisions and rezonings, and maintains related records and files.

**NON-ESSENTIAL FUNCTIONS:**

- Receives phone calls and visitors, answers questions or refers to appropriate person or department.
- Schedules building permit inspections, takes building permit applications and collects fees, when necessary.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail
- Ability to record and transcribe meeting minutes

**RESPONSIBILITY:**

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. Errors in work usually result in limited loss of time to the department and inconvenience to the public and external agencies. Errors can cause delays to building projects with some cost repercussions.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, and the general public for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Planning Secretary for the Planning and Building Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name