

## SUMMIT COUNTY JOB DESCRIPTION

Job Title: Secretary I  
Division: Planning and Building  
Department: Community Development

Effective Date: 3/98  
Revised: 07/10

### GENERAL PURPOSE

Performs a variety of **routine administrative and secretarial** duties as needed to expedite the administrative, technical or clerical functions of the department of Community Development, including planning, zoning and building.

### SUPERVISION RECEIVED

Works under the general supervision of the Office Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Duties:** Performs as receptionist; answers phone and routes calls; takes and relays messages; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Schedules appointments for staff, monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Schedules building inspections.

Utilizes various computerized programs; inputs and retrieves data; compiles reports and maintains various computerized files, records and documents.

**Planning & Zoning:** Receives and reviews applications for various types of planning permits; answers questions related to the submittal requirements of said applications, determines filing fees and receipts incoming fees.

Maintains and updates departmental lists, forms, plat maps and assists in maintaining downstairs storage facility.

Performs all front counter responsibilities of planning and building services acting as backup during peak times or absences.

**Building:** Receives and reviews applications for various types of building permits; determines completeness of applications; answers questions related to the submittal requirements of building permits, determines permit fees, accepts and receipts building permit fees, and issues building permits.

Prepares and maintains records of plans, correspondence and reports in the Building Division.

Orients permit recipient to various documents, regulations, inspection schedules and related processes and procedures, and appraises recipient of roles and responsibilities of various divisions.

Receives and logs construction drawings and specifications; monitors application status through computer tracking activities; generates data reports to achieve special output requests.

Sets up initial pre-construction meetings with appropriate personnel and/or agencies as required.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. One (1) year of responsible experience in secretarial duties, word processing or some other related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures; grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as Microsoft Word, Excel, etc.; telephone etiquette, various office machines, i.e. ten key, copy machine, etc.; administrative procedures; legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

**Skill in** taking and transcribing dictation from hand written notes or from recording equipment; computer keyboard operations.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 40 words per minute.

Must be able to demonstrate proficiency in keyboard operations.

Must be bondable.

Notary Public Certification within 6 months of hire.

Must possess a valid Utah State Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required for essential functions. Mental

application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

**This position is considered safety sensitive and is subject to random drug testing.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

## SUMMIT COUNTY JOB DESCRIPTION

Job Title: Secretary II  
Division: Planning and Building  
Department: Community Development

Effective Date: 3/94  
Revised: 07/10

### GENERAL PURPOSE

Performs a variety of **full performance, routine administrative and complex secretarial** duties as needed to expedite the administrative, technical or clerical functions of the Community Development Department, the Planning Division and the Building Division.

### SUPERVISION RECEIVED

Works under the general supervision of the Office Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Duties:** Acts as receptionist; answers phone and routes calls; takes and relays messages; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Schedules appointments for staff; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Utilizes various computerized programs; inputs and retrieves data; compiles reports and maintains various computerized files, records and documents, time cards, etc.

Schedules building inspections; follows up on various inspection activities during course of construction;

Accounts for and processes general revenues of the department such as bonds, use permits, building permits, state surcharge, inspection fees, etc.; submits money to County Treasurer's Office; processes accounts payable according to established County procedures; processes escrow and bonding releases as directed; prepares and processes staff travel arrangements and accommodations.

Performs related duties as required.

**Planning & Zoning:** Receives and reviews applications for various types of planning permits; answers questions related to the submittal requirements of said applications, determines filing fees, receipts fees and deposits revenues with County Treasurer.

Maintains and updates departmental lists, forms, plat maps and storage facility.

Performs all front counter responsibilities of planning and building services acting as backup during peak times or absences.

Prepares meeting agendas and packets upon request; prepares legal notice mailings for Planning-Commission and Board of Adjustment meetings.

Orders and stocks all department supplies and equipment.

**Building:** Receives and reviews applications for various types of building permits; determines completeness of applications; answers questions related to the submittal requirements of building permits, determines permit fees, accepts and receipts building permit fees, issues permits; deposits revenues with County Treasurer.

Prepares and maintains records of plans, permits, letters and reports in the Building Division;

Orients permit recipient with various documents, regulations, inspection schedules and related processes and procedures, and apprises recipient of roles and responsibilities of various divisions.

Receives and logs construction drawings and specifications; maintains computerized data base related to permit application and issuance process; monitors application status through computer tracking activities; generates data reports to achieve special output requests.

Prepares and issues Certificates of Occupancy.

Schedules pre-construction meetings with appropriate personnel and/or agencies as needed.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized training related to above duties;

AND

B. Four (4) years of responsible experience in secretarial duties, word processing or some other related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of modern office practices and procedures; grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as Word, Excel, etc.; telephone etiquette, various office machines, i.e. ten key, copy machine, etc.; administrative procedures; legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting. Knowledge of Summit County Personnel Policies and Procedures and other County operating procedures.

**Skill in** taking and transcribing dictation from hand-written notes or from recording equipment; computer

keyboard operations applying and excelling in outstanding customer service techniques and principles.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 60 words per minute.

Must be able to demonstrate proficiency in keyboard operations.

Must be bondable.

Notary Public Commission Certification

Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required for essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Name**

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**Date**