

**VERSAILLES-MIDWAY-WOODFORD COUNTY PLANNING COMMISSION
POSITION DESCRIPTION**

Position Title: Administrative Assistant
Supervisor: Planning Commission/ Planning Director
Date: October 2022
Status: Non-Exempt (Part-Time/Seasonal Appointment)

Purpose of Position:

The Administrative Assistant provides staff support services for the Planning Commission. Duties and responsibilities include screening citizen requests for services, directing inquiries to departments, performing related office tasks, greeting all patrons, and providing staff support services to the Planning Commission.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Answer and direct telephone and email inquiries and greet and assist patrons;
- Provide office support for Planning Commission Staff and the various Planning Commission Boards;
- Performs other routine office tasks such as preparing correspondence, filing and photocopying; and
- Perform other duties as required.

Minimum Training and Experience:

This position requires a High School Diploma/ General Equivalency Diploma (GED) and prior experience in an administrative position. Competency in word processing and spreadsheet applications required. Excellent organization, written, oral communication, and public relation skills are required.