

JOB OPENING

ADMINISTRATIVE ASSISTANT

TO KNOX COUNTY PLANNING, ZONING, AND FLOOD ADMINISTRATOR

(POSITION IS OPEN UNTIL FILLED)

LOCATION: Knox County Courthouse, 206 Main Street, Center, Nebraska

POSITION STATUS: Full-Time (40 Hours Per Week)

EXPERIENCE: Experience with real estate terminology, map and survey reading skills would be preferred.

JOB SUMMARY: Provides crucial clerical, data entry, and organizational support for the Knox County Planning, Zoning, and Flood Administrator. Serves as the first point of contact for the public, assisting residents with building permits, land use inquiries, and general information.

KEY RESPONSIBILITIES:

- **Permit Processing:** Review incoming building permit applications for completeness, collect fees, and issue permits in accordance with Knox County zoning regulations.
- **Public Notices:** Prepare and distribute public notices, hearing agendas, and legal advertisements for the Planning Commission and Board of Adjustment; keep office website content current.
- **Mapping & Records:** Assist the public in reading GIS informational maps; maintain paper and digital filing systems for land use, variances, and code compliance.

GENERAL CLERICAL & CUSTOMER SERVICE:

- **Public Inquiries:** Answer phones, respond to emails, greet walk-in visitors.
- **Office Management:** Maintain department supplies, process mail, draft correspondence, and ensure office equipment is operational.

QUALIFICATIONS:

- **Education:** High School Diploma or GED required
- **Experience:** General clerical, office management, or customer service experience. Municipal or county government experience is a plus. Training will be provided so must be willing to learn and adapt to office procedures.
- **Skills:** Strong proficiency in Microsoft Office (Word, Excel, Outlook). Must be detail-oriented with excellent written and verbal communication skills.

WAGE & BENEFITS: \$17.50 per hour (minimum) with full family health insurance, dental/vision insurance, life insurance, retirement benefits, 11 paid holidays, and Paid Time Off (PTO).

HOW TO APPLY: Employment applications and a benefits summary are available online at:

<https://knoxcountyne.gov/employment-opportunities/>

OR

Go to the Knox County website at: knoxcountyne.gov and click on "How Do I". Under the "Apply For" column, click on "Job with the County".

Submit your completed application to the **Knox County Clerk's Office** by:

- **Email:** joann.fischer@knoxcountyne.gov
- **Mail:** Joann Fischer, Knox County Clerk, P.O. Box 166, Center, NE 68724
- **In Person:** County Clerk's Office, Knox County Courthouse, 206 Main Street, Center, Nebraska

CONTACT INFORMATION:

If you have any questions regarding the application process, please contact Joann Fischer, Knox County Clerk, at **402-288-5604** or joann.fischer@knoxcountyne.gov.