

**SENIOR SECRETARY
EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION**

SALARY RANGE

INITIATION \$31,849

SIX MONTHS \$33,366

POSITION GRADE

COMOT V

The Evansville-Vanderburgh County Area Plan Commission is currently taking applications for its Senior Secretary position. The Area Plan Commission is the land use planning agency for the City and County, and is primarily responsible for administering the Zoning and Subdivision Codes.

Applicant must have the ability to communicate tactfully and effectively with a wide range of individuals, often under conditions of potential conflict. Must possess excellent written and verbal communication and organizational skills. The successful candidate must be detail oriented, have exceptional computer and typing skills, and have the ability to learn quickly. Applicant must have working knowledge of Microsoft Office including Word and Excel and ability to learn permitting and financial software.

Employee is primarily responsible for answering telephone calls and routing each call to the appropriate office personnel or other government department; preparing monthly meeting packets for board members and transcribing lengthy official minutes of public hearings (sometimes with short deadlines). Applicant is responsible for maintaining mail logs and employee time sheets, and keeping accurate filing systems. Applicant will provide, as needed, administrative support for all office employees and assist staff with compiling reports and plans.

Submit resume and application by February 16, 2021: Area Plan Commission, Room 312, Civic Center Administration Building, 1 NW Martin Luther King Jr. Blvd., Evansville, IN 47708-1833. An Equal Opportunity Employer.