

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

SALARY RANGE

INITIATION \$33,461

SIX MONTHS \$35,055

POSITION GRADE

COMOT V

The Evansville-Vanderburgh County Area Plan Commission is currently taking applications for its Senior Secretary position in the Planning Department. The Area Plan Commission (APC) is the land use planning agency for the City and County, and primarily administers the Zoning and Subdivision Codes. This is a highly responsible position in a team-oriented and often fast-paced setting.

Applicant must have the ability to communicate tactfully and effectively with the public, 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 the 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 and attend monthly meetings which often run after regularly scheduled work hours.

Current City employees please note: While the APC's Planning Department is an independent and non-political joint City-County department that is funded by both the City and the County, fiscal and personnel matters including payroll and benefits are administered by the County Auditor's office; therefore, all APC employees are technically County employees for those purposes, and City employee time accrued carries over for PERF retirement, but generally does not carry over into this position for vacation, sick or personal time.

Submit resume or application by December 10, 2021 to: Area Plan Commission, Room 312, Civic Center, Administration Building, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708-1833; or by email at amspraggs@evansvilleapc.com. An Equal Opportunity Employer.