

**County of Grundy**  
**Job Posting**



**Date of Posting:** November 7, 2022  
**Applications Accepted:** Posted until filled  
**Job Title:** Land Use Assistant  
**Department:** Land Use  
**Reports to:** Land Use Director  
**FLSA Status:** Full-Time, 40 hours per week, Non-Exempt  
**Rate of Pay:** \$17.00 per hour

**SUMMARY:**

Provide administrative and secretarial support to the offices of the Land Use Department as a whole. Duties and responsibilities include, but are not limited to, providing the public with information, answering phones, preparing and processing general correspondence, and maintaining files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Professionally answers calls and is initial contact for front window providing information concerning the permit program, environmental events, and transfers calls or retrieves staff to provide appropriate answers
2. Accepts all permit applications and ensures that information is complete in the application and that contractors are properly licensed
3. Prepares legal advertisements for publication in local newspaper for public hearings
4. Compiles statistical and other data and enters data into computer system utilizing a variety of software programs; transcribes, composes proofs, edits, types, prints, and copies correspondence, memoranda, and reports from rough drafts or verbal instructions for Land Use Department staff
5. Organizes and maintains active/inactive and archival records (i.e. files, tapes, pictures, maps, studies, reports) for the department, as well as a computerized scanned inventory of records, including all committee and board related files in accordance with the Illinois State Archive Record keeping regulations
6. Maintains databases for contractor licenses, ordinances, and applications for the public, department notebooks, reading files, policies and procedures
7. Picks up and distributes office mail to staff
8. Schedules all inspections for the building and plumbing inspectors and prepares all occupancy permits for the Building official
9. Completes monthly vouchers, building permit activity and budget summary reports for distribution, approval from the Land Use Committee as approved by the Land Use Director
10. Completes authorizations for payment of departmental invoices budget transfers and purchase requisitions. Accounts for all budget line items and provides deposit to the Treasurer's Department as needed

11. Secretary to Zoning Board of Appeals by completing all minutes for public hearings and by collating all packets for distribution to the Zoning Board of Appeals
12. Assists Land Use Director and Building Official with department organization and record keeping
13. Provide staff support as needed for the enforcement and administration for the Grundy County Stormwater Commission
14. Performs other related duties as required

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, practices, procedures, bookkeeping, accounting principles, and practices. Skilled in various computer applications such as word processing, spreadsheets, and data entry.

Has working knowledge of the terminology used within the offices of the Land Use Department

Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations; plan, organize and/or prioritize daily assignments and work activities

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or five to ten years of related experience and/or training; or equivalent combination of education and experience. Ability to competently use all current Microsoft Office Software

#### **LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

#### **MATHEMATICAL SKILLS**

Requires the ability to utilize mathematical formulas add and subtract totals multiply and divide interpret graphs compute discount, interest, profit and loss, ratio and proportions. Requires the ability to inspect items for proper length, width, and shape, visually with computer, copying machine, calculator, and laminator.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to communicate effectively with supervisors, other staff members, and the general public; and work under several deadlines and possess skills in organizing work, use independent judgment in routine and non-routine situations;

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to [hr@grundyco.org](mailto:hr@grundyco.org) with "**Land Use Assistant**" in the subject line.

***No phone calls please***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*