



## County of Hyde

<b>Job Title:</b>	<b>Planning Director Assistant</b>	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Office of Planning & Economic Development	<b>Job Code/ Req#:</b>	62
<b>Location:</b>	Hyde County	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$25,377	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Tammy Blake	<b>Date posted:</b>	7/18/12
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	7/28/12
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<a href="http://www.hydecountync.gov">www.hydecountync.gov</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (252) 926-3701 or <a href="mailto:tblake@hydecountync.gov">tblake@hydecountync.gov</a> <b>Subject Line:</b> <b>Attention:</b> Tammy Blake		<b>Mail:</b> Tammy Blake Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885	
<b>Job Description</b>			
<b>Description of Work:</b> <ul style="list-style-type: none"> <li>Performing office assistance and support tasks; preparing and maintaining a wide variety of documents, reports and records; receiving and screening visitors and telephone calls; preparing and maintaining files and records; generating reports.</li> <li>Processes incoming and outgoing mail; maintains various department records;</li> <li>Under direction, plans and arranges meetings and conferences and schedules appointments;</li> <li>Composes and types letters and memoranda in conformance with policies or from brief instructions;</li> <li>Assists with the development of marketing, including brochures, flyers web pages and press releases;</li> <li>Types reports and other materials using specialized formats and forms;</li> <li>Answers telephone and directs calls; takes and relays messages;</li> <li>Assists in monitoring grant invoices and statements for discrepancies;</li> <li>Issues various forms and applications; assists applicant in completing forms and applications; ensures completeness of forms and applications;</li> <li>Enters a variety of data into computer and generates various reports;</li> <li>May provide clerical and secretarial assistance to boards, commissions, committees, etc.; assembles and mails packages;</li> <li>Completes forms, records and reports necessary for department functions;</li> <li>Makes copies of reports and disseminates information as required;</li> <li>Performs related tasks as required.</li> </ul>			
<b>Skills/Qualifications:</b> <ul style="list-style-type: none"> <li>Have a general knowledge of standard office practices, procedures, equipment and office assistance</li> </ul>			

*Hyde County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*



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techniques.

- Have a general knowledge of how departments function, how the county departments are organized and a good overview of current policies.
- Have a thorough knowledge of business English and spelling.
- Ability to solve problems within scope of responsibility.
- Ability to establish and maintain effective working relationships with associates;
- Ability to lay out and type forms and tables;
- Ability to operate data entry and personal computer equipment, type at a reasonable rate of speed.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and employees. Ability to analyze situations accurately and make correct recommendations for each industrial contact.
- Must be able to physically perform the basic life operational functions of stooping, kneeling crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts and detailed materials, operate a computer, inspect sites, use measuring devises, figure computations, and read extensively.

### **Desired Education and Experience:**

Any combination of education and experience equivalent to an Associates degree from a two or four-year college and some office assistance experience.

### **Application Process:**

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: [www.hydecountync.gov](http://www.hydecountync.gov).