



Twin Falls County Administrative Assistant/Planner

SALARY	\$18.00 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202500056
DEPARTMENT	Planning & Zoning / Building Department	OPENING DATE	06/02/2025
CLOSING DATE	6/8/2025 10:00 PM Mountain		

Position Information

Apply **ONLINE** at www.twinfallscounty.org.

General Statement of Duties

Performs responsible and varied clerical and administrative support duties to support the functions of the Community Development

Services Department; performs related work as required.

Job Description

CLASSIFICATION SUMMARY

This is a higher level clerical, secretarial and administrative support position with the principal function to take, transcribe and prepare minutes and related documentation of public meetings and hearings. The work will require flexible hours to work evenings to attend meetings and prepare related materials, and to perform responsible and varied general office work to support the functions of the Community Development Services Department. Work is performed following established processes and procedures. Duties are varied and may include typing and preparing letters or documents using various software applications; entering data into County or Department systems and applications, keeping clerical records, logs, ledgers, etc. and working within department-specific processes and procedures. The work is performed under the supervision of a higher lever administrative position or other designated supervisor. The principal duties of this class are performed in a general office environment.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Attends public meetings, hearings, and proceedings of the County Planning and Zoning Commission and transcribes minutes, findings of fact, and conclusions of law and orders;
- Provides copies and transcripts to Commission members and other interested and affected parties;
- Maintains files of minutes, transcripts, notices, correspondence, and related documents;
- Prepares appeals, including documentation and notices, to the Board of County Commissioners;

- Ensures documents are complete with proper signatures, stamps or other written information;
- Read and interpret legal descriptions;
- Processes appeal requests, hearing notifications, legal notifications, and prepares agendas;
- Prepares and documents mailings;
- Files documents into appropriate folders; reorganizes and updates file folders as needed;
- Maintains records of Planning and Zoning Commissioners attendance and processes payments for meeting attendance and mileage;
- Answers incoming phone calls and greets walk-in customers, refers customers to appropriate staff members, provides information about Department policies and procedures and referrals to other departments or staff as needed;
- Provides secretarial and support services to staff members, including but not limited to, taking messages, setting appointments, providing information, processing and preparing documents and correspondence, preparing and tracking mailings and legal notifications, and inputting data into central computer system;
- Processes and receives payments, balances cash, reviews billings, records account information and tracks changes;
- Composes routine correspondence;
- Determines customer's needs through interviewing and communication exchange;
- Modifies customer database or general accounts;
- Prepares packets for Planning and Zoning Commission meetings and hearings;
- Prepares, distributes, and maintains a variety of documents, correspondence, log sheets, applications, records, reports, and related documents;
- Maintains files, logs and other records;
- Maintains files of newspaper articles and other department-related information;
- Files documents into appropriate folders; reorganizes and updates file folders as needed;
- Completes special records management assignments;
- Provides data entry services, faxing, typing, and filing in support of department functions;
- Runs errands, picking up or delivering papers or materials;
- Processes and distributes Department mail;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Operation of a personal computer and job-related software applications;
- Secretarial and customer service procedures, techniques, and objectives;
- English grammar, spelling, composition, and punctuation;
- Current office practices and procedures;
- Bookkeeping and accounting practices and procedures;
- Record keeping and filing practices and procedures.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Follow oral and written instructions;
- Evaluate and analyze customer needs to provide exceptional customer service;

- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures;
- Learn and explain building permit, inspection, temporary mobile home permit, and related regulatory compliance issues related to the Departments function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research information and data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Operate a variety of standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Special Qualifications

Must successfully complete a background investigation.

Acceptable Experience and Training:

- High school diploma or GED;
- One year's experience working in an office environment, preferably in a planning agency; Ability to obtain Certification as a Permit Technician within one year of hire; or an equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

EOE Statement

Twin Falls County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>