

**CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY
POSITION DESCRIPTION**

Position Title: Administrative Assistant
Supervisor: Finance Officer
Date: July, 2026
Status: Exempt - Classified Appointment

Purpose of Position:

The Administrative Assistant provides staff support services that are critical to the business operations of the Planning Commission. Duties and responsibilities include screening citizen requests for services, directing inquiries to co-workers and sister agencies, performing related clerical tasks, greeting all patrons, and providing staff support services to the Planning Commission Staff.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Answer and direct all telephone calls and inquiries;
- Greet and direct all walk-in patrons;
- Provide clerical support for Planning Commission staff and the various Planning Commission Boards;
- Schedule appointments; and maintain office calendar;
- Perform other routine clerical tasks such as preparing correspondence, filing and photocopying;
- Use discretion and independent judgment with respect to matters of significance to the Planning Commission;
- Perform other related duties as required.

Minimum Training and Experience:

Education: This position requires a High School Diploma or General Equivalency Diploma (GED).

Experience: Two years prior experience in a clerical position is required.

Skills & Knowledge: (Required or willing to learn and apply the following)

- Competency in word processing and spreadsheet applications.
- Excellent organization, written and oral communication, and public relation skills.
- A valid driver's license is required.
- Basic computer functions including Microsoft Office software.
- Principles of business letter writing and basic report preparation.
- Managing multiple assignments and learning to set priorities.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

ADA Requirements

Physical Demands: Largely sedentary work. Ability to see, talk, hear, and finger dexterity.

Mental Demands: Ability to read and comprehend technical manuals, instructions, procedures; memos, letters. Ability to write complex documents relaying instructions, information, details and data. Ability to speak sufficient to assimilate and communicate methods and information relating to the assigned field.

Environmental Demands: Majority office work, with occasional meetings and required trainings outside of the office.

The City County Planning Commission of Warren County, Kentucky is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.