



**CITY OF SENECA**  
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July 2022

## **CITY OF SENECA**

### **POSITION DESCRIPTION – Administrative Assistant for the Planning Department**

#### **GENERAL PURPOSE**

Performs administrative and support duties for the department. Coordinates office services, provides support for citizen boards, and provides general assistance as needed. Reports to the Planning Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for organization, scheduling and communication within the Planning and Development Department. Attends city Board meetings as frequently as three (3) evenings per month.
- Greets all incoming people, whether by phone or in person; assists customers with information, direction, and complaints; takes phone calls and messages; maintains office calendar, receives mail and e-mail, writes correspondence, prepares legal notices and public notices.
- Communicates with the public, developers, contractors, local utilities, homeowners, property managers, lending institutions, professional engineers, architects, fire departments, police departments, City officials, City attorney, County government employees, and other City offices.
- Receives zoning compliance and building permit applications; tracks permit issued and maintains records of those permits.
- Receives applications for annexation, rezoning, variances, appeals, and Architectural Review Board certificates of appropriateness; works with City Boards; develops and maintains files of Board applications, Provides clerical support to the Planning Commission, Board of Zoning Appeals, and Architectural Review Board. Records and transcribes minutes at public meetings.
- Provides information to the County, State and Federal offices regarding construction and annexation reports. Receives FOIA requests and processes them with Director supervision.
- Pays incoming bills for the department; orders supplies; maintains budget spreadsheets.
- Maintains computerized database for parcels, building permits, sign permits, and zoning amendments and appeals.
- Retrieves, sorts, stamps, and distributes incoming mail, processes and mails outgoing mail including registered and/or certified mail; conducts mailing process for memos, letters, department handouts, brochures, fact sheets, information bulletins, etc.
- Answers incoming calls and directs as needed to department personnel or other city departments; maintains a daily log on incoming messages; returns phone calls as requested.
- Assists the Director with special projects, customer complaints/inquiries, budget, activity reports, and year-end reports; locates and attaches appropriate file to correspondence to be answered by Director.
- Analyzes office operating practices, such as record keeping/file systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Operates listed office machines as required.

#### **PERIPHERAL DUTIES**

- Fills in for other positions within the department.
- May assist in preparation of budget needs and annual reports of department.
- May compile and type statistical reports.
- May record minutes of staff meetings.
- Maintains departmental schedule of all deadlines and meetings.
- Alerts Council members, board members, and commission members of meetings.
- Other Duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- High school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping, and
- Two (2) years of data processing and secretarial experience, or
- Any equivalent combination of related education and experience.

### Necessary Knowledge, Skills, and Abilities:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to issue various permits.
- Ability to use independent judgment and discretion.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports and information in an effective manner.
- Ability to read, understand and interpret plats, maps, charts, some blueprints, and tax map books to locate property and property owners.
- Ability to type 40 words per minute.

## **SPECIAL REQUIREMENTS**

Must have a valid SC Driver's License or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; calculator; phone system; fax, scanner, copier, recording equipment, printer, adding machine, automobile, postage meter.

## **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*