

**Looking for a part-time secretarial job where you work in the office up to 28 hours per week
plus up to three meetings per month?**

DeKalb County Government's Development Services Department is searching for a part-time secretary - paying between \$10 - \$15 per hour for the time in the office and \$40 per meeting! Do you have the following:

1. Ability to multitask and be organized
2. Good time management – set up for meetings early/arrive to work on time
3. Good written and oral communication skills
4. Accuracy and attention to detail
5. Proficient in various computer programs – Word, Excel, Power Point, Access
6. Knowledge of office machinery – multi-line phone, copy/print/fax machine, computers
7. Ability to type 40 WPM
8. Ability to transcribe from a recording device

You would attend all Plan Commission, Board of Zoning Appeals and Plat Committee meetings and hearings as required:

The Plan Commission meets the 3rd Wednesday of each month at 7:00 p.m. Board of Zoning Appeals meets the 2nd Monday of each month at 6:00 p.m. Plat Committee meets the 1st Tuesday of each month at 8:30 a.m. All meetings held in Commissioners Court at the DeKalb County Courthouse. The Board may schedule additional meetings or public hearings as needed and as agreed upon by the Board. Meetings are variable and can last anywhere from 20 minutes to 2 hours.

1. Transcribe minutes of all proceedings.
2. Construct and send all information packets to each Plan Commission, Board of Zoning Appeals and Plat Committee member and each individual project applicant and representative.
3. Maintain the Plan Commission, Board of Zoning Appeals and Plat Committee records.
4. Scan documents/answer department phones/miscellaneous clerical obligations.

Regular office schedule is 10 am – 3 pm, Monday through Friday, with more hours possible to cover staff absences. Flexibility is KEY!

Interested applicants should apply by e-mailing your cover letter and resume referencing "Development Services Secretary" to careers@co.dekalb.in.us. Deadline is December 4, 2023.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.