

Planning Clerk

Jefferson County, West Virginia, Department of Engineering, Planning & Zoning is seeking to fill the position of Planning Clerk. Duties include, but are not limited to, performing administrative functions, research and data collection, clerical services in support of the operation of the Office of Planning; provide clerical support to the Planning Commission, which includes attending all planning commission meetings which are generally held in the evenings; preparing meeting agendas, packets and minutes; providing excellent customer service for phone, in person and online inquiries.

For position description, responsibilities and information regarding where and how to submit your resume, please visit:

<http://www.jeffersoncountywv.org/county-government/departments/job-postings>

High School Diploma with one to three years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Course work or experience with Microsoft Office Suite, Adobe Pro and related computer software, written and verbal communication skills. Effective customer service skills and ability to work well with others is critical.

Employee benefits package includes West Virginia Public Employees Retirement System plan, health insurance, paid vacation leave, paid sick leave and up to eleven paid holidays per year. Normal work hours are 9-5, Monday through Friday with the exception of mandatory evening Planning Commission meetings. Salary is negotiable. Send resume to:

Rebecca Burns, Office Manager
Jefferson County Dept. of Engineering, Planning & Zoning
P.O. Box 716
Charles Town, WV 25414

Email: engineering@jeffersoncountywv.org

Deadline for applications is the 30th of November, 2020. Position to remain open until filled. The Jefferson County Commission is an Equal Opportunity Employer. Applicants will be treated without regard to race, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability, as well as other classifications protected by State and Federal Laws.