

NEWTON COUNTY HIGHWAY DEPARTMENT

The Newton County Highway Department is accepting applications to fill the position of Part Time Office Assistant. Qualified applicants should have obtained at minimum a high school diploma or GED, and possess basic office skills. Customer service skills are required and you must work well with others. Duties include, but are not limited to, typing, filing, answering phone calls, and working with the public. Qualified applicants may submit an application to the Newton County Highway Department located at 3640 S. 275 W., Morocco IN. 47963 or via e-mail : sdomonkos@newtoncounty.in.gov

JOB DESCRIPTION

Part Time Office Assistant

Job Requirements of the part time Office Assistant

- Must be at least 18 years of age
- Must pass a Criminal Background Check.
- Must pass a pre-employment drug screen and future random drug screens as may arise
- Must take pride in his/her general appearance and personal hygiene.
- Ability to follow verbal and written instruction from supervisors.
- Assists in completing daily, weekly, and monthly reports.
- Answer phones and take clear detailed messages.
- Basic knowledge of Microsoft Word and Excel
- Accuracy for data entry
- Greet visitors in the office and provide direction for their visit.
- Must have a working knowledge of Standard English grammar, spelling, and pronunciation with the ability to prepare detailed written reports
- Must possess the ability to comply with all Newton County personnel policies and work rules, including but not limited to; attendance, safety, drug/smoke free workplace and personal conduct .
- Must possess the ability to effectively and competently work with and communicate with the public, co-workers, other county departments in a diplomatic and respectful manner, being sensitive to professional ethics, gender, race, cultural diversities and disabilities, maintaining confidentiality where needed.
- Must possess the ability to operate standard office equipment including computers and software used in conjunction with the Highway Department.
- Be able to work alone with minimum supervision.



Highway / Full Time Laborer

The Highway Department is accepting applications for the position of Full Time Laborer.

- Class B Commercial Driver's License is required. Ability to safely and legally operate all department vehicles.
- Working knowledge of and skill in the operation of trucks and related equipment.
- Basic knowledge of mechanics of light & heavy equipment and ability to perform preventative maintenance and minor repair.
- Ability to follow verbal and/or written instructions and directives from supervisors.
- Working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.
- Ability to safely operate, protect and maintain assigned equipment and tools.
- Ability to effectively communicate with co-workers and members of the general public in a courteous and tactful manner.
- Ability to work extended hours and ability to perform physical requirements of essential duties.

Duties in detail will be discussed during the interview process.

Applications are available online at newtoncounty.in.gov or at the Highway Dept. Please send applications to Sharon Domonkos at sdomonkos@newtoncounty.in.gov or drop off at the Highway Dept.



The Newton County Board of Commissioners is looking to fill the position of **Building Commissioner/Animal Control Director**.

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Receives and responds to citizen inquiries regarding land use and development, assists with preparing applications for zoning changes, appeals and subdivisions, inspects properties, prepares required reports, and makes recommendations to Board of Zoning Appeals and Plan Commission.
- Processes rezoning and variance applications, special uses and other appeals, issues permit and authorizes certain property splits and transfers.
- Assists with processing subdivision applications and prepares various proposals such as zoning and map amendment ordinances and presents to Plan Commission, County Commissioners, and Board of Zoning Appeals.
- Assists with preparation and implementation of the Master Plan, including but not limited to maintaining zoning petitions.
- Reviews building permit applications not in compliance with applicable regulations and recommends corrective action.
- Maintains office operations, answering telephone calls, typing minutes of Plan Commission, and maintaining files on all applications.
- Attends monthly Plan Commission and Board of Zoning Appeals meetings, submitting recommendations on petitions and zoning ordinance and rules of procedure development and revise.
- Prepares and submits all required reports.
- Attends conferences and workshops pertinent to the efficient administration of the department; Serves as the County Floodplain Administrator.
- Drives vehicle around County, investigating complaints and violations of ordinances, as needed.
- Periodically updates official zone maps, aerial drawings, booklets, and related documents and file.
- Occasionally testifies in court on matters pertaining to the decisions of Plan Commission and/or Board of Zoning Appeals.
- Prepares annual budgets for Plan Commission and Animal Control.
- Ensures the proper investigation of animal related complaints from residents within jurisdiction as dictated by State, County and/or City ordinances.
- Responds to citizens' complaints regarding stray or domestic animals, captures animals, and transports to shelter.
- Investigates cases of reported animal mistreatment and educates owners of proper care of animals.
- Issues violations and warning tickets to pet owners for infractions of County regulations, and testifies in Court regarding violations as needed.
- Responds to domestic animal related emergencies, as needed. Ability to effectively perform all essential duties of the position.

JOB REQUIREMENTS:

- Knowledge of the theories and methods of planning, and working knowledge and of and ability to administer planning programs following legal codes, ordinances, manuals, and state and federal guidelines and standardized accounting procedures and compliance regulations.
- Working knowledge of and ability to oversee and coordinate zoning operations following state and local guidelines and standardized zoning procedures and compliance regulations.
- Ability to read and interpret zoning topographic and flood plain maps, engineer's scale, zoning ordinances, and various local and state land use regulations.
- Ability to communicate effectively and tactfully with a wide range of individuals and agencies, including federal, state and local officials, vendors, service technicians, and members of general public under conditions of potential conflict.
- Ability to maintain strict confidentiality of department information and cope with unprecedented types of problems by extending accepted planning methods and techniques.
- Ability to supervise and direct the activities of department staff, and to oversee the implementation of short and long-range planning and development.
- Ability to communicate effectively and persuasively with a wide variety of individuals, organizations, and agencies, both orally and in written forms, to promote the development of tourism and conventions in the County.
- Ability to prepare required budgets and administer upon approval.
- Ability to work extended and/or irregular hours, including evenings and weekends.
- Ability to travel out-of-town, sometimes overnight.
- Ability to respond to domestic animal related emergencies.
- **Possession of a valid Indiana Driver's license and demonstrated safe driving record.**
- **Ability to effectively perform all essential duties of the position.**

DIFFICULTY OF WORK:

Incumbent applies broad range of knowledge of local and state zoning regulations and guidelines to specific land use cases to accomplish departments goals and objectives, exercising independence of judgement in planning and coordinating of assigned projects.

RESPONSIBILITY:

Incumbent performs work according to departmental objectives and policies with responsibility for administering County zoning ordinances and other regulations regarding land use. Direct supervision is minimal and dependent upon the nature of activity, with most review concerning soundness of judgment and compliance with legal requirements.

PERSONAL WORK RELATIONSHIP:

Incumbent maintains close relationships with department personnel, local, state, and federal officials and agencies, developers, board members, and members of general public for the purpose of explanation, interpretation, technical assistance and coordination of zoning activities.

Incumbent reports to the Commissioners.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment, in a vehicle, and outdoors/in the field, which may involve sitting for long periods, driving to/from various property sites, standing/walking for long periods, bending, crouching/kneeling, walking on uneven terrain, and close and far vision. Incumbent is occasionally exposed to dust/dirt, excessive noise, and potentially violent/hostile individuals. Incumbent occasionally works evening hours and travels out of town for meetings sometimes overnight.

Incumbent performs duties both indoors and out of doors, and is required to respond to resident's complaints regardless of weather conditions.

REQUIREMENTS:

- Knowledge of the theories and methods of planning, and working knowledge of and ability to administer planning programs following legal codes, ordinances, manuals, and state and federal guidelines and standardized accounting procedures and compliance regulations;
- Working knowledge of and ability to oversee and coordinate zoning operations following state and local guidelines and standardized zoning procedures and compliance regulations;
- Ability to read and interpret zoning topographic and flood plain maps, engineer's scale, zoning ordinances, and various local and state land use regulations;
- Ability to communicate effectively and tactfully with a wide range of individuals and agencies, including federal, state and local officials, vendors, service technicians, and members of general public under conditions of potential conflict;
- Ability to maintain strict confidentiality of department information and cope with unprecedented types of problems by extending accepted planning methods and techniques;
- Ability to effectively perform all essential duties of the position;
- Ability to supervise and direct activities of department staff and oversee implementation of short and long-range planning and development;
- Ability to communicate effectively and persuasively, orally and in writing;
- Ability to prepare and administer required budgets.
- Ability to work extended and/or irregular hours, including evenings and weekends.
- Ability to travel out-of-town, sometimes overnight.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.

Applications may be downloaded at www.newtoncounty.in.gov.

Interested parties may submit their resume and application to the Commissioner's Office:

**Newton County Government Center:
4117 S. 240 W. Suite 100
Morocco, IN 47963**

Or via Email: nccommissioners@newtoncounty.in.gov

Newton County is an equal opportunity employer