



Notice of Employment Opportunity

Scott County is seeking qualified applicants for the vacant position of a full-time **Administrative Assistant** within the County's **Community Development Department**.

Key Responsibilities

- Receive calls and inquiries related to any of the County's adopted community development regulations and processes
- Receive applications for various permitting activities and ensure all required documentation and fees are paid, as applicable, for each application
- Scheduling
- Utilize software solutions for the tracking and scheduling of permitting activities
- Keep record of permitting activities
- Provide general information related to community development within the County to citizens and others who make inquiries
- Coordination with other various County departments, as well as external entities
- Other responsibilities as assigned

Core Competencies

- Honesty and integrity
- Time management
- Excellent organizational skills
- The ability to work independently and alongside individuals of varying backgrounds from each department of the County and with external entities
- The ability to utilize technology solutions such as database management tools, email, and document creation
- Strong communication skills in both written and verbal communication

Preferred Qualifications

- Experience with local government procedures
- Experience with processing multi-step applications
- Ability to communicate in both English and Spanish

Physical Requirements

- Ability to utilize electronic screens
- Dexterity for utilizing keyboards and computer accessories, as well as writing instruments
- General physical activity related to inspection of properties
- Lifting of various amounts of weight
- Ability to legally operate a vehicle

- Sitting, standing, walking, stooping, bending, crawling, climbing, and other various physical activity related to general office work environments

All applicants interested in this position should provide a copy of their résumé to the attention of the County Administrator at the Scott County Board of Supervisors offices, located at 100 E. Main Street, Forest, MS 39074. Résumés may be emailed to info@scottcountymt.ms.gov.

NOTICE: Scott County Board of Supervisors is an equal employment opportunity employer, a drug-free workplace which includes a drug screening program, and participates in the Department of Homeland Security's E-Verify program.