

Buchanan County

POSTING DATE: September 24, 2024
Floodplain, Sanitation, and Zoning Administrative Assistant

DEPARTMENT: Environmental Health and Zoning

DUTIES: Under the general supervision of the Floodplain, Sanitation, and Zoning Administrator and performs the administrative office activities of the department and some field work in well water, septic systems, flood plain, and zoning/land use.

QUALIFICATIONS: High school diploma or GED and One year of experience in an administrative support role or an equivalent combination of two years of education, training and/or work-related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position.

STATUS: Full-Time– Non-Exempt – Non-Union

Wage: Based on Experience

To apply: Submit a cover letter, a completed Buchanan County application form along with a signed job description to:

**Karen Stephenson, Human Resource Manager,
210 5th Ave NE, Independence, IA 50644; OR
email all documents to: Buchanan.Application@Co.Buchanan.IA.US with
“Assistant” in the subject line.**

The application and job description can be obtained through the Buchanan County website at www.buchanancounty.iowa.gov.

Applications will be accepted until Monday, October 14, 2024, at 4:00 p.m. or until a qualified applicant has been hired; whichever occurs first.

Buchanan County is an Equal Opportunity Employer (EOE).
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.