

NOTICE

of VACANT POSITION

Job title: Second Deputy

Department: Floyd County Plan Commission

Supervisor: Executive Plan Director Linda Barksdale
Title Name

Classification/Pay grade: Comot I

Hire-in pay rate: \$24,439 After 365 days: \$25,725

Application deadline: September 15, 2017

Please return completed application via US mail to:
Linda Barksdale, Executive Plan Director
Pine View Government Center
2524 Corydon Pike, Suite 203
New Albany, IN 47150

○ Essential Job Functions and Qualifications are listed below ○

Small office with large responsibilities; fast pace and extremely busy; person to be energetic, self-starter, and have initiative to do multi-task jobs completing within certain periods.

Attendance to monthly meetings required; seminars & training as required.

Good communication skills with ability to relate well with customers and other personnel.

Good listening skills with ability to handle situations or process to the appropriate staff member or department.

Some computer knowledge required.

Incumbent performs a variety of clerical and secretarial duties, exercising some independent judgment.

Incumbent works with a flexible, customary routine schedule of duties, determining work priorities as to most effectively service the needs of the public and able to meet all deadlines.

Other duties as assigned by supervisor.

The above statements are intended to describe the general nature and the level of work to be performed by the successful applicant. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the successful applicant. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.