

## **Job Title: Part-Time Zoning Clerk**

**Department:** Planning and Zoning

**Location:** Monticello, GA

**Employment Type:** Part-Time (25 hours per week)

**Salary:**

## **Application Deadline: Open Until Filled**

### **About the Job**

Jasper County Board of Commissioners is looking for an organized and detail-oriented **Part-Time Zoning Clerk** to support the Planning and Zoning Department. This role involves assisting with administrative duties, maintaining zoning records, and serving as a liaison between the public and the department.

### **Key Responsibilities:**

- Provide administrative support to the Planning and Zoning Department, including answering phones, managing correspondence, and assisting with inquiries.
- Maintain and organize zoning records, including permits, applications, and decisions.
- Assist with the preparation of zoning meeting agendas, minutes, and legal notices.
- Process zoning applications and ensure all documentation is accurate and complete.
- Respond to public inquiries regarding zoning laws, ordinances, and application procedures.
- Assist with research related to zoning changes, land use applications, and other planning matters.
- Coordinate with other departments as needed to facilitate zoning-related processes.
- Perform other clerical duties as assigned.

### **Qualifications:**

- High school diploma or GED required; associate's degree or coursework in public administration, urban planning, or a related field is a plus.
- Previous experience in office administration, municipal government, or planning and zoning is preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook) and other relevant software.
- Excellent communication and customer service skills.
- Strong organizational abilities with attention to detail.
- Ability to handle multiple tasks and meet deadlines.
- Familiarity with zoning laws and regulations is a plus, but training will be provided.

### **Work Schedule:**

25 hours per week with flexibility. Some evening work may be required to attend zoning board meetings.

### **How to Apply:**

Interested applicants should submit a resume and cover letter to [sjefferson@jaspercountyga.org](mailto:sjefferson@jaspercountyga.org). Please include "Part-Time Zoning Clerk" in the subject line.

### **Equal Opportunity Employer**

Jasper County Board of Commissioners values diversity and inclusivity in the workplace. We encourage qualified individuals from all backgrounds to apply. All applications will be considered without regard to race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.