

PLANNING & DEVELOPMENT ASSISTANT, City of Norfolk. Under the immediate direction of the Planning & Development Director, performs a variety of responsible and complex secretarial and administrative duties for the Planning & Development Department. Serves as Planning Commission Secretary, secretary for various appeal boards and back-up for the Permits Technician. Prepares public notices, agenda packets and takes minutes at meetings. Must have basic knowledge of office procedures and equipment, and knowledge of word processing, database and spreadsheet computer programs. Must have a valid driver's license. Salary \$3,738 - \$5,122/mo. Apply at: www.norfolkne.gov/HumanResources or at Personnel Office at 309 N 5th Street, Norfolk, NE. The first review of applications is June 4th. EOE