

11. Maintains and submits required timesheets, reimbursements requests, etc., in accordance with established Agency policies and procedures.
12. Performs other duties as may be assigned from time to time.

III. EDUCATION, EXPERIENCE AND REQUIREMENTS:

At a minimum, completion of an associate's degree in a related field of study and at least one year of experience providing technical or administrative support in an environmental, planning, mapping, architectural, civil engineering, or related agency or organization; or, an equivalent combination of training, education, and experience that would provide the required knowledge and abilities.

IV. KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Working knowledge of regional planning concepts.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which includes include Microsoft Office.
- Ability to understand and implement oral and written instructions quickly and accurately.
- Ability to deal effectively, professionally and ethically with the public and government officials.
- Ability to work well as a team member.
- Ability to organize and prioritize multiple tasks.
- Ability to work somewhat autonomously and with minimum supervision.
- Ability to keep and maintain accurate records and documentation.
- Ability to present ideas effectively, in both oral and written form.
- Proficiency in basic math skills and English grammar
- Proven skills in the use of Microsoft Office products (Word, Excel and PowerPoint), Microsoft Windows and Internet based software applications.
- Written and verbal communications skills.
- Problem solving and time management skills.
- Proven planning, organizational and time management skills.

V. SPECIAL REQUIREMENTS:

- Must be legally eligible to work in the United States.
- Must pass a pre-employment drug test and any post-employment drugs tests directed by the Agency.
- No felony convictions, as evidenced by an Indiana State Police Limited Criminal Background Check.
- Must possess and be able to maintain a valid state driver's license
- Must have reliable personal transportation.
- Must maintain the minimum liability coverage required under Indiana law on any vehicle used to carry out the duties and responsibilities outlined in this job description; proof of coverage must be provided to employer.

VI. PHYSICAL DEMANDS & WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment involving sitting and/or operating a computer for long periods, sitting and walking at will, close and far vision, depth perception, hearing communication, handling/grasping/fingering objects, and occasionally lifting/carrying objects weighing less than 25 pounds. Incumbent occasionally drives to and from various locations to perform worked related tasks and to meetings using personal vehicle (employer reimburses incumbent at the agency's establish mileage rate). Incumbent may be required to occasionally work extended and/or evening hours, to travel out of town for training/conferences, sometimes overnight.