

Immediate Part Time Position available:

**Office Assistant in the Pulaski County Building & Zoning Department**

This position is 28 hours per week. Potential candidate will have Microsoft Word, Excel & Outlook and general clerical experience. Candidate will work with the public on the phone and in person assisting with permitting, construction and zoning laws/guidelines and other responsibilities. Attention to detail is required.

Candidate will be trained in permit issuance, local and state laws regarding ordinance, flood plain guidelines, filing and additional building department responsibilities.

Applications can be found at: <http://gov.pulaskionline.org> or picked up at the Building Department Office.

Send Resume/Application to:

Pulaski County Building Department

Attn: Karla Redweik

125 S. Riverside Dr.

Suite 150

Winamac, IN 46996

Or email: [buildinginspector@pulaskicounty.in.gov](mailto:buildinginspector@pulaskicounty.in.gov)