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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	051
SUPERVISOR:	Senior LDS Clerk/Chief Planner	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	1442/ Courthouse

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**GENERAL STATEMENT OF DUTIES:**

Perform clerical and administrative duties in support of the Planning Division in the Department, including proofing and mailing staff reports, preparing and sending land use notices and referrals, serving as recording secretary to the Planning Commission, answering telephone and greeting public, providing requested information, issuing receipts and maintaining planning files and records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Word processing and editing of correspondence, memos, reports for the Planning Division and the Planning Commission. Prepare agendas, attend, record and transcribe and distribute meeting minutes.

Provide appropriate notification for planning applications and agenda items before Planning Commission and for administrative land use reviews and decisions.

Assist the public in completing applications for electrical, plumbing, mechanical or septic systems, residential construction, conditional use, variances, exceptions, manufactured dwellings, etc. Ensure that necessary supporting documents are supplied so that a decision can be rendered by the appropriate division.

Process a variety of forms, including permits, applications, rules and claims.

Receive and record monies and receipts for department.

Schedule building, plumbing and electrical inspections upon request. Coordinate inspection schedules with inspection personnel. Provide support to front counter and on telephones as needed.

Maintain files and records relating to department activities.

Answer telephones, greets visitors and direct inquiries to appropriate area.

Prepare, post and advertise notices of public meetings.

Prepare outgoing mail, deliver mail, claims and receipts. Process incoming mail or other documents to distribute to department.

Assist Chief Planner or Director of department with special projects.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the close supervision of the Chief Planner and Senior LDS Clerk who assign and review work for conformance with established policies and procedures. The Chief Planner and Senior LDS Clerk are expected to coordinate supervisory duties in relation to this position.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent and one year general office experience which must include prior education or work experience in the planning or land use field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office practices and procedures. Skill in keyboarding and use of word processing software, spreadsheet software, electronic databases, filing systems and permit tracking systems.

Ability to develop knowledge of laws and procedures relating to land use issues and inspections. Ability to communicate in written and verbal form accurately and completely. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.