

Saguache County
Job Description

Job Title: Land Use Clerk
Department: Land Use
Reports to: Land Use Administrator
FLSA Status: Nonexempt

SUMMARY

Answers telephone and performs receptionist duties and provides general information to the public. Performs routine clerical support work including typing and filing, maintaining routine reports and files, and collecting fees for services rendered by the Land Use Department.

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

Answers incoming telephone calls, determines purpose of calls and forwards calls to or schedules appointments for appropriate personnel for the Land Use Department.

Retrieves messages from voice mail and forwards to appropriate personnel.

Takes and delivers messages or transfers calls when appropriate personnel are unavailable.

Assists walk-in customers by determining the nature of business and transfers the customer to the appropriate personnel.

Answers questions about the organization and provides walk-in customers or callers with general information about the Land Use Department. Provides the public with regulations information that does not require interpretation.

Disperses all permits, applications and hand-out information.

Accepts all applications and prepares the application for review by the appropriate personnel.

Accepts and collects fees for all applications and forwards the fees to the appropriate personnel.

Sets up and maintains all appropriate files and computer records.

Prepares all vouchers to be paid by the Land Use Department

Keeps records of all revenue accepted by the Land Use Department.

Prepares and types letters, memos, charts, reports, agendas, fax cover sheets, or other types of correspondence as required.

Assists Land Use Administrator with various special projects.

Performs various support duties including copying, printing, updating, and mailing materials.

Performs the general duties of the Land Use Administrator in the absence of said person.

Receives, sorts, and routes mail, and maintains and routes publications.

Files and maintains all Department maps and map files and map file indexes.

Reviews all land use, subdivision and associated applications to the Department as related to legal descriptions, deeds, titles, type of access and zoning classifications of subject and adjoining properties. Follows up with applicants in cases of errors or missing information on applications.

Assigns Department location numbers for all building & ISDS applications to the Department. Calculates fees, collects ISDS (septic) fees and submits to the Treasurer to be receipted, and enters data into the computer.

Oversees the maintenance of public records involving the Land Use Department and oversees the completion of the necessary paperwork involved in the application process.

Performs all other duties as assigned by the Land Use Administrator.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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 diploma or GED.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or carry up to 10 pounds and frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The employee works in an office environment but occasionally may be exposed to outdoor weather conditions during investigations and data collection trips. The noise level in the work environment is usually moderate.