



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Technician	Job Code:
Reports to: Zoning Manager	FLSA Status: Non-Exempt
Department: Development Services	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Purpose of Classification:

The purpose of this classification is to support the Zoning Manager through clerical, research, and other support means. The ideal candidate will be detailed oriented, skilled at prioritization, and able to maneuver through highly fluid work flow while maintaining focus. The candidate must be comfortable with interfacing with all levels of public and official persons, by phone, via email, and through in-person interactions.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.

Greets and assists office visitors; advises/alerts Zoning Manager to potential problems or concerns.

Provides clerical support to the Planning Board to include file and packet assembly and serving as Planning Board Secretary; taking and typing minutes, maintaining agenda files.

Assists customers in applying for zoning permits; explains permitting procedures, and reviews submitted information for accuracy and completeness.

Enters permit information into the computer software and completes necessary paperwork.



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Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Maintains zoning related permit records and files.

Performs routine clerical work, including but not limited to typing reports and correspondence, copying and filing documents, etc.

Receives and responds to public/customer inquiries, requests for assistance and complaints regarding department policies and procedures.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

Researches ordinances from County and other municipalities to assist in case review, as well as general revision and updates.

Performs preliminary study of business license applications, minor subdivision plats, and 911 address requests.

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards.

Implements office procedures; implements office goals; ensures compliance with policies and rules.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.



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Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Composes zoning verification letters as requested.

Reviews sign permit applications for compliance with development regulations.

Ensures advertisements of public hearings, all public notice letters are mailed and public hearing signs are posted in the stipulated time.

Research and respond to requests for zoning verification.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions:

Knowledge of Planning and Zoning theories and principles.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Performs other related duties as required.



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Minimum Qualifications:

Minimum Associates degree preferred. High school diploma; supplemented by college level course work or vocational training in office technology; supplemented by three (3) years previous experience and/or training that includes administrative and clerical work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situation.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.



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ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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