

Morgan County VACANCY ANNOUNCEMENT

POSITION: PLANNING CLERK

DEPARTMENT: PLANNING AND ZONING

Application Requirements:

Please submit **FULLY COMPLETED** application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

**FORT MORGAN WORKFORCE CENTER
426 Ensign St
Fort Morgan, CO 80701**

SALARY: \$2207.00 per month and up depending on qualifications. Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: UNTIL FILLED

APPROXIMATE STARTING DATE: ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Planning Clerk</u>	GRADE <u>4</u>
DEPARTMENT <u>Planning & Zoning</u>	DIVISION <u>Professional & Admin</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED <u>February 6, 2018</u>

GENERAL STATEMENT OF DUTIES:

Act as assistant to the Planning Administrator for Planning & Zoning with administrative and clerical duties. Performs a variety of duties including clerical and receptionist duties within the department.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Planning Administrator.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Read legal description and find locations.
- ◆ Prepare mailings for Planning Commission, Board of Adjustments, and Board of County Commissioners.
- ◆ Prepare and send landowner and legal notices.
- ◆ Make and sell County road maps, Zoning and Subdivision Regulations.
- ◆ Process building permits.
- ◆ Update information books and computer files.
- ◆ Must maintain a high degree of confidentiality
- ◆ Answer telephones and take messages accurately
- ◆ Prepare files, purge files and maintain an organized filing system
- ◆ Minutes and note taking during meetings
- ◆ General office responsibilities: copies, mail, customer service

- ◆ Other duties as assigned

ESSENTIAL JOB SKILLS, KNOWLEDGE AND ABILITY:

- ◆ Ability to handle numerous responsibilities simultaneously.
- ◆ Ability to establish and maintain effective working relationships with employees, professionals, agencies and the public.
- ◆ Ability to use office equipment such as computer terminal, copier, fax machine, multi-line telephone console and electronic presentation projection.
- ◆ Ability to file documents in file cabinets and maintain an organized filing system.
- ◆ Good record keeping skills.
- ◆ Ability to type 40 wpm accurately.
- ◆ Ability to use time efficiently.
- ◆ Ability to read maps and labels.
- ◆ Excellent language skills (spelling, grammar, and punctuation)
- ◆ Be able to work independently.
- ◆ Excellent interpersonal skills.
- ◆ Excellent organizational skills
- ◆ Ability to communicate effectively verbally and in writing.

EDUCATION/EXPERIENCE:

- ◆ High school diploma or equivalent.
- ◆ Minimum of three years clerical experience in an office setting.
- ◆ Computer literacy in Microsoft Office including Microsoft Word, Excel and Publisher.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position:

- ◆ **VISION** – Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ **HEARING** – Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ **LIFTING** – Must be able to lift, carry, push or pull a minimum of 40 pounds.
- ◆ **MOBILITY** – Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ **DEXTERITY** – Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ **COMMUNICATION** – Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ **DRIVING** – Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently: Activity exists between 1/3 and 2/3 of the time.

*Constantly: Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources Signature:	Date: