

Zoning & Solid Waste Office Support Specialist

Dept/Div: Auditor-Treasurer

Grade 4

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work in relation to the county zoning, shoreland, floodplain, buffer, subdivision, and Subsurface Sewage Treatment Systems (SSTS) ordinances. Provides information to the public in person, over the telephone, and in writing; performing clerical assignments, accompanying technicians on field visits, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Resources Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Provide general administrative support to Zoning and Solid Waste operations.
- Prepares and reconciles deposits of Pine County Transfer Stations and permit revenues.
- Reviews property sale listings, determines point-of-sale septic inspection requirements, and communicates with property owners regarding non-compliance.
- Accompanies Technicians on field visits as needed.
- Maintains office county website to ensure information is up-to-date.
- Assists compilation of packets for the Pine County Zoning Board and takes the minutes for the Pine County Zoning Board and any other boards as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the County and department policies, practices and procedures; principles and practices of environmental management; thorough knowledge of related state rules and County shoreland, SSTS, floodplain ordinances, and buffer administrative penalty plan or ordinance, ability to perform computations and to make recommendations on environmental and development problems and planning; ability to establish and maintain effective working relations with County and other public officials as well as the general public; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, elected officials and the general public. Comprehensive knowledge of standard office equipment and software including Microsoft Access and Publisher and general knowledge of web creation software.

Education and Experience

High school diploma or GED and moderate experience in a clerical or natural science or environmental setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license