

**Employment Opportunity
Development Services Clerk
\$31,500
JOB AVAILABLE OCT. 1ST.**

Llano County is seeking candidates for the position of Development Services Clerk. This position is under the direction of the Development Services Administrator required to perform duties to include but are not limited to; public assistance and general knowledge of the development and septic permitting process as well as Subdivision Regulations, Flood Damage Prevention Order and On-Site Sewage Facility Regulations. Provides support to the Development Services Administrator, by acting as the first point of contact for the general public and performing general office duties. Coordinates with County Judge, Commissioners and the general public either in person, by phone or email.

Job Location: 100 W. Sandstone, Llano, Texas 78643
Job open until filled

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Development Services Office @ 325-247-2039.

Llano County Is an Equal Opportunity Employer

Llano County Job Description

Job Title: Development Services Clerk

Base: L1

FLSA: Non- Exempt

Department: Development Services

EEO: 06 Administrative Support

Reports To: Development Services Administrator

Summary:

This position is under the direction of the Development Services Administrator required to perform duties to include but are not limited to; public assistance and general knowledge of the development and septic permitting process as well as Subdivision Regulations, Flood Damage Prevention Order and On Site Sewage Facility Regulations. Provides support to the Development Services Administrator, by acting as the first point of contact for the general public and performing general office duties. Coordinates with County Judge, Commissioners and the general public either in person, by phone or email.

Essential Functions:

- Assist the public in person, over the phone or by email with permitting and general development questions, and transferring calls as needed
- Receive applications, assign numbers and forward incoming applications for development
- Collect and receipt fees in person and via online credit card payments
- Prepare and submit daily receipt report to Treasurer
- Maintain office supplies to support office functionality
- Other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of modern office procedures, methods, and computer programs; Microsoft Word, Excel, ArcGis, Internet
- Knowledge of principles and possess interpretation skills
- Knowledge of map reading and possess interpretation skills
- Knowledge of Subdivision Regulations, Flood Damage Prevention Order and On-Site Sewage Facility Regulations

Education and Experience:

- High school diploma or GED equivalent

Requirements:

- Perform daily postage/mail run
- Assist in logistics phase during activation of Emergency Operation Center
- Ability to operate fax machine, calculator and computer

Physical Demands and Work Environment:

- Office environment setting
- High volume traffic
- Low to moderate noise level
- Sitting for long periods of time
- Exposure to computer screen
- Ability to lift up to (20) twenty pounds
- Sanding, kneeling and walking

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date