

**Llano County Development Services Department
Employment Opportunity
OSSF/911 Clerk – Annual \$34,680**

The Llano County Development Services Department is accepting applications for an OSSF/911 Clerk. This is a full-time position that works under the direct supervision of the Development Services Supervisor. The OSSF/911 Clerk is responsible for maintaining 911 addressing, coordinating with Llano County Appraisal District on physical addresses and situs for parcels, and ensuring all notification documents are submitted in a timely manner according to the Subdivision Regulations.

Job Location: Llano County Development Services Department, 100 W. Sandstone St. Ste 200A, Llano, Texas 78643
Job open until filled

Benefits include: Health & dental, Retirement, Vacation, Sick and Holiday Pay

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 Human Resources Office @325-247-3009.

Llano County is an Equal Opportunity Employer

JOB DESCRIPTION

Job Title: OSSF/911 Clerk

Base: L4

FLSA: Non-Exempt

Department: Development Services

EEO: 06 Administrative Support

**Reports To: DS
Administrator**

Summary:

This position is under the direction of the Development Services Administrator required to perform duties to include but not limited to; assisting in OSSF inspections, handling 911 addressing and general office duties. Coordinates with County Judge, Commissioners and the general public either in person or by phone.

Essential Duties:

- Administer and enforce the County's Rules of Private Sewage Facilities
- Investigate complaints, perform site inspections, maintain and hold open for inspection all records pertaining to the provisions of the County's Order
- Maintain 911 addressing
- Coordinate with Llano County Appraisal District on physical addresses and situs for parcels
- Ensure all notification documents are submitted in a timely manner according to the Subdivision Regulations
- Maintain compliance of ARCFLS Map per CAPCOG & Llano County requirements.

Other Duties and Responsibilities:

- Assist the public regarding On-Site Sewage Facility, 911, and Subdivision questions
- Maintain office supplies to support office functionality
- Prepare and submit daily receipt report to Treasurer
- Perform daily postage/mail run
- Attend CAPCOG meetings
- Assist in planning phase during activation of Emergency Operation Center
- Review applications, issue permits, collect fees and make site inspections for ASSF & 911 addressing purposes
- Answers the phone for purpose of screening, transferring, responding to inquiries and or taking messages
- Other duties as assigned

Experience and Requirements:

- Knowledge of modern office procedures, methods, and computer programs; Microsoft Word, Excel, ArcGIS, Internet
- Ability to operate fax machine, calculator, computer
- Knowledge of principles and procedures of record keeping

- Knowledge of map reading and possess interpretation skills
- Knowledge of business letter writing and basic report presentation
- A valid Texas drivers' license
- A High School diploma or GED

Training Requirements (Must obtain or possess):

- Continue education to support Licensed OSSF Designated Representative for Llano County
- Maintain license with Texas Commission on Environmental Quality

Working Conditions and Physical Demands:

- Office environment setting
- High volume traffic
- Low to moderate noise level
- Sitting for long periods of time
- Exposure to computer screen
- Rough terrain when driving out to perform septic inspections and adapt to all kinds of weather
- Ability to lift up to (20) twenty pounds
- Standing, kneeling and walking

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