

## **PERQUIMANS COUNTY**

Position: Planning & Zoning Technician  
Reports to: County Planner

Department: Planning  
FLSA Status: Non-Exempt

### **POSITION DESCRIPTION**

Performs responsible paraprofessional technical and administrative support work and occasional field work as an aide to the County Planner assisting homeowners, engineers, contractors and other citizens with zoning permit applications, answering phones, preparing, maintaining and receiving records and files, typing, filing, word processing and data entry duties and related work as assigned. Work is performed under supervision of the County Planner.

### **JOB DUTIES AND FUNCTIONS**

1. Greets visitors, answers phone and assists in thoughtfully and tactfully providing information related to caller questions.
2. Assist customers with development permit applications. Ensures pertinent information is completed and appropriate paperwork submitted.
3. Assist with permit review and site plan review for setbacks, height, zoning and related issues.
4. Research and prepares reports as required.
5. Prepares legal notices, meeting agendas and packets for the County Planning Board and County Board of Adjustment.
6. Record and write up meeting minutes.
7. Attend online training sessions and local training when available.
8. Learn to use ArcGIS mapping software and create simple maps as needed.
9. Perform deed research as requested by County Planner.
10. Assist the department head with administrative, operational research and related duties: prepare and maintain files and records.
11. Think logically and analytically to solve problems in conjunction with the department head.

### **JOB KNOWLEDGE, SKILLS AND ABILITIES**

1. General knowledge of principles, practices and techniques of research and data collection.
2. Ability to type at a reasonable rate of speed.
3. Ability to establish and maintain effective working relationships with associates, contractors, engineers, developers, elected and appointed officials and the general public.
4. Ability to devise detailed procedures and methodology.
5. General knowledge of modern office equipment, modern technology, office practices and procedures.
6. Ability to plan and organize.
7. Skill in conflict resolution, teamwork and customer service.
8. Ability to communicate ideas effectively, both orally and in writing.
9. Ability to gather and compile materials from a variety of sources.
10. Ability to interpret and apply regulations and ordinances accurately and fairly.
11. Ability to attend night meetings occasionally.

### **QUALIFICATIONS/REQUIREMENTS**

1. Graduation from high school required; associates degree preferred.
2. Computer skills are essential.
3. Possession of an appropriate driver's license valid in the State of North Carolina.

### **PHYSICAL REQUIREMENTS**

1. Must be able to stoop, reach, push, pull, lift, talk, hear and perform repetitive motions.
2. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
3. Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read materials and do extensive reading.