



## COUNTY OF NYE

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### **CLASS TITLE: PLANNING COUNTER TECHNICIAN**

#### **BASIC FUNCTION:**

Under general direction accepts planning applications at the counter and determines completeness of applications; answers planning and zoning related queries at counter and over the telephone or directs queries and telephone calls to Planner on duty; establishes case files for new applications, performs data entry on files; processes, evaluates and takes action on various lower level planning and zoning applications; and corresponds with applicants, utility providers and various state agencies.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Accepts applications at counter and inspects for completeness.
2. Establish and file and/or distribute case files.
3. Processes, evaluates and takes action to approve, conditionally approve or disapprove dust control permits, tenant improvement.
4. Coordinates the processing of septic tank permits in areas that are within Public Utility Commission-regulated Utility areas.
5. Maintains and provides updates of the Planning Department's forms, maps, regulations, plans and related materials on the Department's website and on CD for public purchase.
6. Makes zoning district determinations and provides information related to allowed uses in the various districts.
7. Maintains correspondence with applicants.
8. Perform data entry for planning applications.
9. Answering and/or directing telephone and counter inquiries.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam, basic office/computer experience. Ability to understand the basic principles of the planning and zoning function, general flow of applications through the action processes; and ability to interpret the various applicable regulations and codes is required.

#### **LICENSES:**

Not applicable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Department Head, co-workers, all Planning and Public Works staff, general public, Utility providers, and state agencies involved in the planning process.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment with occasional lift of files or stacks of paper weighing up to 25 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.