



COUNTY OF NYE

CLASS TITLE: PLANNING TECHNICIAN I

BASIC FUNCTION:

Under general direction evaluates land division applications and land development proposals, to maintain the Assessor's Parcel Map System and other planning related issues.

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

1. Reviews and processes division of land maps including preparation of correspondence to developers, surveyors, State and Federal agencies.
2. Prepares new maps using cad liner in the Assessor's Parcel Map System.
3. Inputs and proofreads the new map information in the Assessor's files on the computer.
4. Copies and mails, sets and updates, the Assessor's plat books to various real estate agents, title companies and surveyors.
5. Analyzes metes and bounds descriptions to determine whether description accurately describes parcels of land in degrees, minutes, seconds, and feet around the diameter of the property.
6. Assists Assessor's office with legal descriptions on the recorded documents, maps, etc.
7. Researches title of property, easements, legal descriptions, mining claims, etc.
8. Provides information to public concerning planning related matters, including flood zones and census tracts, as requested.
9. Copies the recorded maps for the Planning Department and the Tonopah and Pahrump Assessor's Offices.
10. Collects information and prepares diagrams and maps for presentations at public and private meetings.
11. Conducts site reviews of properties associated with division of land maps, road abandonments, etc. to ensure survey markers are appropriately placed, that new parcels are suitable for their intended use, and prepares various documents and reports as necessary.
12. Makes presentations to Board of Commissioners as requested.
13. Assigns clerical staff specific tasks in the absence of the Director as requested.

14. Studies Nevada Revised Statutes and various ordinances and resolutions to remain current.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada driver's license to operate equipment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Supervisors, co-workers, other department personnel, outside agencies, surveyors, developers, and the general public.

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.

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.