## PINAL COUNTY

**invites applications for the position of:**

**Planning Technician**

**SALARY:** $17.38 - $21.73 Hourly

$1,390.65 - $1,738.35 Biweekly

$3,013.08 - $3,766.42 Monthly

$36,157.00 - $45,197.00 Annually

**OPENING DATE:** 12/09/21

**CLOSING DATE:** Continuous

# DESCRIPTION:

## J OB SUMMARY

Review and process technical documents for the department, scan documents, update database, and provide support for clients under basic supervision.

# EXAMPLE OF DUTIES:

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

## T YPICAL CLASSIFICATION ESSENTIAL DUTIES:

Maintain records and filing systems, enter data into computer systems, process transactions, and update accounts.

Review, reconcile, and process customer payments, invoices, and other payment requests.

Provide and mail public and agency notices of development activities requiring public review.

Assist the front counter by receiving applications, referring applicants to appropriate staff, and answering inquiries from the public.

Draw and implement parcel splits, combinations, and legal acreage changes and update parcel maps using Geographic Information System (GIS) software and other specialized application software.

Track technical documents and analyze impact on department codes and records. Review technical documents and other records to evaluate data quality and accuracy. Update and maintain parcel information and maps for County departments and public agencies.

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.

Exhibits a service orientation toward internal and external customers and maintains productive working relationships.

Update and maintain the GIS database according to County policies and procedures.

Correct data and make revisions in response to changes and additional data sets integrated into GIS.

Review the surveys and legal descriptions of each lot to assure accuracy, agreement, and that they meet the standards of the minimum of the Arizona Professional Land Surveyors, ARS 11-809, and Pinal County Zoning and Minor Land Ordinances.

Research deeds and other documentation to provide legal access. Set up Commission Hearings and make packets to send out.

Review scanned documents, redact documents, and publish on website. Record hearings and convert to notice of hearing notes.

Research properties for external and internal customers. Answer questions and take new applications from customers.

Prepare files for the MLD project, prepare files and ready for scanning and inspect scanned documents to ensure the documents are in the correct order.

Researches, reviews and/or interprets applications, codes, ordinances, plans, construction documents, and/or drawings and provides information, recommendations, technical and administrative support of applications and project review processes.

Respond to inquiries and requests and provides information and technical assistance to internal and external customers including advisement of applicable codes, ordinances, regulations and standards.

Receives, processes and/or coordinates the processing of forms, permits, reports, correspondence, applications, and other documents.

Creates and maintains files, maps, logs, and records. Enters data and maintains records in data management systems.

Prepares or completes various forms, reports, correspondence, zoning verification letters, maps, legal notices, addressing related requests or other documents and provides to internal and external customers.

Performs field project inspections and project management to ensure regulatory and standards compliance.

Attends and coordinates public hearings for various boards and commissions. Assists with special projects and performs research as assigned by supervisory staff. To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.

Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.

Perform other related duties as required.

# MINIMUM REQUIREMENTS:

## M INIMUM REQUIREMENTS TO PERFORM WORK:

High school diploma or GED equivalent.

Two (2) years of experience with zoning applications, development plans, and parcel maps.

Or an equivalent of relevant education and/or experience may substitute for the minimum requirements.

## P referred Qualifications:

* Valid Arizona State Driver's License.

# SUPPLEMENTAL INFORMATION:

## Knowledge, Skills and Abilities:

* Knowledge of basic concepts of land planning, surveying, and mapping.
* Knowledge of principles and techniques of Geographic Information System software.
* Knowledge of principles of record keeping and records management.
* Knowledge of imaging production equipment, techniques, and quality standards.
* Skill in using GIS software programs and other specialized application software.
* Skill in researching parcel information and performing accurate data entry and mathematical calculations.
* Skill in reading and understanding geographic and technical information in a variety of data formats.
* Skill in professional writing techniques including grammar, punctuation, and typing.
* Ability to provide effective customer service and deal tactfully and courteously with the public.

## P HYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, lift, push, hear, speak, and demonstrate mental and visual acuity.

## W ORK ENVIRONMENT:

Work is performed in a relatively safe, secure, and stable work environment.

85 N. Florence Street Florence, AZ 85132

520-866-6442

R [esources1@pinal.gov](mailto:Resources1@pinal.gov)

Position #202100495 PLANNING TECHNICIAN

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