



PINAL COUNTY
invites applications for the position
of:

Planning Technician

SALARY: \$17.38 - \$26.08 Hourly
\$1,390.65 - \$2,086.00 Biweekly
\$3,013.08 - \$4,519.67 Monthly
\$36,157.00 - \$54,236.00 Annually

OPENING DATE: 09/07/22

CLOSING DATE: Continuous

DESCRIPTION:



Pinal County is growing FAST and undergoing so much positive change! We need passionate people to come join our team and help us make Pinal County the best place to live and work in the country!

If you have never considered working in government, take a look at what we offer here at Pinal County; we invest in you and your future:

- A team of amazing people who are committed to making Pinal County a great place for its citizens and its employees
- Variety of Top Tier Affordable Medical Plans - Six Different Medical Plans to Choose From; Some with Zero Employee Premium Cost
- Dental and Vision Plans
- Telehealth
- Retirement Plans with Employer Contributions - **Guaranteed Lifetime Benefit!**
- Qualified Employer for the Public Service Loan Forgiveness Program through the Dept of Education
- Tuition Reimbursement Program
- Alternative Work Schedules
- Paid Vacation And Sick Leave
- Ten Paid Holidays
- Civil Service Leave
- Van Pool Options
- Short-Term Disability – Employer Paid
- Basic Life Insurance - Employer Paid
- Paid Sabbaticals After 15 Years of Continuous Service
- Flexible Spending Accounts for Dependent Care and Medical Expenses
- Employee Assistance Program & Wellness Program
- Suite of Voluntary Benefit Options including additional Life, Accident, Critical Illness and Cancer Insurance

Working at Pinal County is more than just a job, it's a career, it's a community, and it's an investment in your future.

Read more about the position and see if it is a good match for you:

Notice to Applicants:

The hiring salary for this position is dependent upon experience, qualifications and position funding; starting salaries above the first quartile require additional approval.

This announcement may be closed as soon as a sufficient number of qualified applicants have applied.

JOB 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.

TYPICAL 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.
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- 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:

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED equivalent.
- Two (2) years of experience with zoning applications, development plans, parcel maps, and processing of customer invoices and payments.
- Or an equivalent of relevant education and/or experience may substitute for the minimum requirements.

Preferred 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.

PHYSICAL 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.

WORK ENVIRONMENT:

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

85 N. Florence Street
Florence, AZ 85132
520-866-6442

Position #202200493
PLANNING TECHNICIAN
KM

Resources1@pinal.gov
