

**Llano County
Employment Opportunity
Development Services Department
911/Development Services Clerk – Salary \$36,498**

The Llano County Development Services Department is accepting applications for a full-time 911/Development Services Clerk. This is a non-exempt position under the direction of the DS Administrator. Duties to include but not limited to; public assistance and general knowledge of the development and septic permitting process, 9-1-1 addressing process, Mapping in accordance with Llano 911 Addressing Order and CAPCOG 911 Addressing and Mapping requirements, as well as Subdivision Regulations and the Flood Damage Prevention Order and On-Site Sewage Facility Regulations.

Other requirements to include but not limited to; maintain office supplies to support office functionally, perform daily postage/mail run, and assist in planning phase during activation of Emergency Operation Center. Candidate must have knowledge of modern office procedures, methods, and computer programs; Microsoft Word, Excel, ArcGIS, and Internet, as well as knowledge of map reading and possess interpretation skills.

Job Location: Development Services Department, 100 W. Sandstone St., Ste 200A, Llano, Texas 78643

Job open: October 1, 2024 until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Development Services Department @ 325-247-2039.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: 911/Development Services Clerk

Base: L2

FLSA: Non- Exempt

Department: Development Services

EEO: 06 Administrative Support

**Reports To: DS
Administrator**

Summary:

This position is under the direction of the Development Services Administrator required to perform duties to include but are not limited to; public assistance and general knowledge of the development and septic permitting process, 9-1-1 addressing process, Mapping in accordance with Llano 911 Addressing Order and CAPCOG 911 Addressing and Mapping requirements, as well as Subdivision Regulations and the Flood Damage Prevention Order and On-Site Sewage Facility Regulations. Provides support to the Development Services Administrator, by acting as the first point of contact for the general public and performing general office duties. Coordinates with County Judge, Commissioners, and the general public either in person, by phone or email.

Essential Functions:

- Courteously assist the public in person, over the phone or by email with permitting and general development questions with accurate information; and transferring calls as needed/taking messages as needed
- Collect and receipt fees, prepare and submit daily receipt report to Treasurer and maintain office supplies to support office functionality
- Assign, verify and/or correct 9-1-1 addresses in the unincorporated areas of Llano County and add addresses as needed by all cities in Llano County
- Maintain all data in the ArcGIS Map both desktop and online in compliance with CAPCOG and Llano County regulations. Coordinate with Llano Central Appraisal District on physical addresses for parcels. Ensure 9-1-1 requirements are being met on all plats/replats/MHRC/RV Parks.
- Coordinate with road and bridge for creating street signs; create red 9-1-1 signs for customers. Maintain all supplies for the vinyl cutter and ensure the software program is updated as needed

Other Duties and Responsibilities:

- Assist the public regarding 911 addressing, On-site Sewage Facility, and Subdivision questions in a friendly and professional manner
- Maintain office supplies to support office functionality
- Prepare and submit daily receipt report to Treasurer
- Perform daily postage/mail run
- Attend CAPCOG meetings
- Assist in planning phase during activation of Emergency Operation Center

- Review applications, collect fees and make site inspections for 9-1-1 addressing purposes
- Answer the phone for purposes of screening, transferring, responding to inquiries and/or taking messages
- Other duties as assigned

Experience and Requirements:

- Knowledge of modern office procedures, methods, and computer programs; Microsoft Word, Excel, ArcGIS, Internet
- Ability to operate fax machine, calculator, computer, printer
- Knowledge of principles and procedures of record keeping
- Knowledge of map reading and possess interpretation skills
- Knowledge of business letter writing and basic report presentation
- A valid Texas drivers' license
- A High School diploma or GED

Training Requirements (Must obtain or possess):

- ArcGIS training online and as required by CAPCOG or Llano County
- Corel Draw for vinyl cutter
- Printing maps and large projects on plotter
- Basic knowledge and understanding of the Llano County 911 Order, CAPCOG 911 Addressing and Mapping Requirements, Llano County Subdivision Regulations, Llano County Flood Damage Prevention Order and Llano County On-Site Sewage Facility Order

Working Conditions and Physical Demands:

- Office environment setting
- High volume traffic
- Low to moderate noise level
- Sitting for long periods of time
- Exposure to computer screen
- Rough terrain when driving out to perform various inspections and adapt to all kinds of weather
- Ability to lift up to (20) twenty pounds
- Sanding, kneeling and walking

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date