



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

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| Title: Development Services Technician I | Opening Date: January 28th, 2024 | Application Deadline: Open until filled | Job #: 250105 |
| Department: Development Services | Starting Salary: \$20.24 - \$22.24 | Location: Bastrop, TX | Travel: N/A |

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Provide assistance to the public for permits, other general inquiries and review of development applications. Greet visitors, handle telephone calls and email, maintain appearance and order of reception area, distribute information, document retrieval, record maintenance, process payments, and general administrative duties for multiple Development Services departments. Secondary duties include: support services and back up to administrative staff.

Knowledge, Skills and Abilities: Previous experience performing general clerical and customer service preferred. Must have personal computer skills and ability to learn software packages; have accurate, efficient keyboarding skills; have ability to communicate clearly and concisely, both verbally and in writing; demonstrate personal communication skills including effective in person and telephone skills; record, and disseminate accurate information from telephone conversations and personal contact. Bilingual communication (English/Spanish) preferred.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business with the public in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Development Services Technician I

Department: Development Services

FSLA Status: Non-Exempt

Reports To: Assistant County Engineer

SUMMARY:

The Development Services Technician I's primary responsibilities include: Provide assistance to the public for permits, other general inquiries and review of development applications. Greet visitors, handle telephone calls and email, maintain appearance and order of reception area, distribute information, document retrieval, record maintenance, process payments, and general administrative duties for multiple Development Services departments. Secondary duties include: support services and back up to administrative staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from Assistant County Engineer.

Receives guidance and instructions from Plan Reviewer and Floodplain Administrator.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and Development Services and provide exceptional customer service to internal departments, external associates, and the public.
2. Provide assistance to the public for permits, applications, and other general inquiries.
3. Provides excellent customer service to walk-in customers or on the telephone.
4. Greets visitors, handles telephone phone calls and emails.
5. Provide general information, including application process related to Development Services activities such as land division, environmental concerns, address assignments, development, floodplain, county right-of-way, endangered species, on-site sewage facilities, and retail food.
6. Performs general administrative duties and assists administrative staff with overflow work.
7. Direct customers to the proper department or staff member.
8. Accurate data entry and retrieve data.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this position.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader; must show ability to learn other software packages; and have accurate, efficient keyboarding skills.

Standard office equipment, including, printers, plotters, and multifunction copier/scanner/fax machine.

Proper English usage, spelling, grammar and punctuation.

Rules and regulations related to addressing, development, driveway, endangered species, environmental, on-site sewage facilities, retail food and land division.

Standard office policies and procedures.

Ability to:

Conduct business with the public in a professional, courteous manner;

Bilingual communication (English/Spanish)

Establish and maintain effective working relationships with those contacted in the course of the job;

Demonstrate personal communication skills including effective telephone skills and public speaking;

Record, and disseminate accurate information from telephone conversations and personal contact;

Communicate clearly and concisely, both verbally and in writing;

Complete routine business correspondence;

Understand and follow verbal and written instructions;

Perform multiple tasks simultaneously in a timely manner;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Work as part of a team;

Operate equipment and software required to perform essential job functions;

Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times.

Respond quickly and effectively to changing circumstances.

Learn the principles and techniques of GIS software, tools and functionality including ESRI ArcGIS Desktop.

Become familiar with rules and regulations related to addressing, development, driveway, endangered species, environmental, on-site sewage facilities, retail food and land division.

Understand and follow Bastrop County policies and procedures.

Create expense reports for the Bastrop County Purchasing Department

Coordinate with Bastrop County Purchasing Department as needed.

Maintain and order office supplies as needed.

Provide attention to detail.

Quickly develop new skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating

with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Experience:

One (1) year experience in customer service.
Data entry, GIS, cartography or related experience desired.

Education:

High School diploma or equivalent

Other:

Bilingual in English/Spanish preferred

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.