

Stone County Planning & Zoning Cartographer/Legal Clerk - (N7)

Position Title: Cartographer/Legal Clerk

Position Summary:

The Cartographer/Legal Clerk position is responsible for updating all conventional county maps with all map changes, including assessor map changes, all case notes, etc. They are also responsible for investigating and updating all complaint/legal cases and working with the county attorney regarding those cases.

Essential Duties and Responsibilities:

- Investigate all Assessor map changes to determine whether the changes are legal or illegal
- If the changes are legal, the changes must be mapped on the conventional maps
- All case notes and informational notes must be maintained on the conventional maps
- For new legal splits, the information must be passed on to the proper person to obtain zoning and then must be noted on the conventional maps
- All previous conventional map zoning work will need to be double checked and changes made if needed
- Answer phones
- Computer Knowledge
- Investigate and gather information concerning all complaints; maintains files that are open and in the court system
- Send land owners letters concerning a filed complaint or other issues on their property and explain the steps needed to resolve the issue
- Help with issuing building permits and answer questions concerning Planning & Zoning
- Be prepared to attend court proceedings
- Attend training for "Boots on Ground"
- Continued education for Mapping
- Valid drivers license with a good driving record

Supervisory Responsibilities: Supervise the Front desk clerk on all mapping needs or changes.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Language Skills: Ability to read and interpret documents in the files. Ability to speak in a professional manner.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers. To be able to calculate mailings and fees and divide land on the maps.

Reasoning Ability: ~~Ability to use common sense, to carry out instructions whether written, oral~~ or in a diagram. Ability to handle distraught or angry people in a professional manner.

Physical demands: This job requires you to be able to lift or move 25 pounds occasionally. The employee is occasionally required to stand, walk, sit, reach with hands and arms, stoop, kneel or crouch. Sitting for long periods of time are required. Specific vision abilities required by this job includes close vision, depth perception and ability to adjust focus. The job requires you to be able to type on a keyboard and use your eyes to focus on a computer and read through files. The position requires going to property sites and documenting possible violations.

Work Environment: The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate. The job will also require going to property sites.

Stone County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are approved upon request.

REVISED JANUARY 2019