



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>Technician I</b>	<b>Opening Date:</b> <b>June 14, 2024</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>240606</b>
<b>Department:</b> <b>Development Services</b>	<b>Starting Salary:</b> <b>\$18.80- \$20.80 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## INTERNAL/EXTERNAL JOB POSTING

### **Brief Job Description:**

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.

### **Knowledge, Skills and Abilities:**

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. Bilingual communication (English/Spanish) Maintain confidentiality of information encountered in work activities at all times. Rules and regulations related to addressing, development, driveway, endangered species, environmental, on-site sewage facilities, retail food and land division.

### **Minimum 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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=a7d71333-73b6-4ac5-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:** Engineering      **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 supervision from Assistant County Engineer.

Receives supervision from other Development Services Department Heads in the Supervisor's absence.

Receives guidance, instructions, and directions from Development Services staff.

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. Direct customers to the proper department or staff member.
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. Accurate data entry and retrieve data.
7. Performs related work or duties as assigned by the General Services Director and Senior Maintenance Worker.

**OTHER FUNCTIONS: Regular attendance is considered an Essential Function of this job.**

**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. 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:**

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;  
and

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 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 local, state and federal laws and regulations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Learning and developing skills consistent with essential job functions; and Make sound decisions in a manner consistent with essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

#### **Education and Experience:**

High School diploma or equivalent AND One (1) year experience in customer service preferred.

Bilingual in English/Spanish

Data entry, GIS, cartography or related experience desired.

#### **Licensing:**

Possession of a valid Texas Driver's License.

### **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.***