

# LINN COUNTY CLASSIFICATION

**TITLE: PLANNING CLERK**

**NUMBER: 328**

**APPROVAL ORDER NUMBER: 2024-412**

**PAY RANGE: 8**

**DATE: DECEMBER 31, 2024**

**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform technical work in the Planning Section. Work involves tasks such as compiling and analyzing data, preparing administrative evaluations for land use planning cases, preparing and presenting staff reports and preparing graphics; greeting members of the public at the counter and over the phone; responding to inquiries and maintaining records and files related to planning.

SUPERVISION RECEIVED: Works under the supervision of the Planning and Building Department Director who assigns work and evaluates performance for effectiveness.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of a person in this classification but may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Serve the public at the counter and over the phone. Respond to general inquiries related to planning. Determine specific needs and arrange for appropriate staff member to assist. Establish and maintain effective working relationships with governmental agencies, officials, county employees, businesses and the general public.
2. Distribute application forms to prospective applicants for matters related to planning.
3. Assist county personnel and the public in obtaining specific information and records.
4. Develop background information for inclusion in planning inventories and comprehensive plan. Prepare graphics for inclusion in inventories, plans and reports.
5. Prepare administrative staff evaluations and make decisions regarding department determinations for assigned land use planning cases.
6. Respond to inquiries regarding planning activities either in person, over the telephone or through correspondence.
7. Attend meetings, as necessary, to present and explain staff reports and recommendations and to obtain citizens' input on planning matters.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the clerical processes involved in the operation of an office, practices and procedures. Considerable knowledge of basic English composition, spelling and grammar. Reasonable knowledge of office terminology and the preparation and processing of documents.

**EXPERIENCE, EDUCATION AND TRAINING:** Three years of progressively responsible clerical or administrative experience which includes experience in working with the general public. Graduation from a senior high school, preferably supplemented by post-high school training in clerical or administration or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit, stand and move about; see, speak and hear; use hands to finger, handle or operate objects or controls, reach with hands and arms and the ability to lift or move thirty (30) pounds.