Crawford County Land Conservation, Planning, and Zoning Department
Position Description

POSITION TITLE: CLERK III	**DEPARTMENT: LAND CONSERVATION, PLANNING, AND ZONING**
REPORTS TO: County Conservationist	**PAY GRADE: 6, General**
DATE: 5-2023	**HOURS PER WEEK: 37.5**

PURPOSE OF POSITION –

The Clerk III is the first point of contact for people calling or coming in for conservation, sanitation, or zoning assistance. This position applies for, tracks, and seeks reimbursement for numerous grants. Bookkeeping is maintained for a variety of grants and programs. The Clerk III coordinates outreach events and activities.

RESPONSIBILITIES

- Assists landowners with questions regarding conservation, sanitation, and zoning issues, and direct advanced questions to appropriate staff.
- Provide public outreach through press releases and announcements.
- Maintain department website and create social media posts for department Facebook page.
- Requests agenda items from county staff and partners, develops agendas, and records minutes for the monthly Land Conservation Committee meetings and other public meetings and hearings.
- Manages all aspects of the office finances, including accounts receivable and payable.
- Manages files and bookkeeping for Land & Water projects.
- Manages files and bookkeeping for Non-metallic mining program. Collects annual reports and fees, tracks financial assurance, and submits associated fees to the state.
- Researches, prepares, and submits proposals for grant funding, tracks finances, and submits reimbursements for the Snowmobile Trail Maintenance program.
- Researches, prepares, and submits proposals for grant funding, tracks finances, and submits reimbursements for the Soil & Water Resource Management Grant program.
- Researches, prepares, and submits proposals for grant funding, tracks finances, and submits reimbursements for the Wildlife Damage Program and the Deer Donation Program.
- Manages files and bookkeeping for Conservation Aids Grant.
- Manages files and bookkeeping for Lakes Monitoring & Protection Network Grant and assists AIS intern with record keeping.
- Manages files and bookkeeping for E-Waste Grant and Clean Sweep Grant and assists with the collection event.
- Manages files and bookkeeping for Zoning and POWTS Maintenance Program.
- Collect and enter inspection reports into tracking software.
- Promotes and develops educational activities for the Crawford County Fair booth.
- Coordinates annual Conservation Awards Ceremony.
- Promotes and develops educational activities for Soil Stewardship week.
- Develops and manages the tree sale program.
- Develops youth outreach programs/ materials and coordinates annual Conservation Speaking and Poster Contests.
- Organizes and staffs the annual Youth Conservation Day.
- Promote private well testing projects and track finances and participants.

- Notifies office staff of deadlines that need to be met.
- Collects vacation and sick leave data, records the data, has the County Conservation Coordinator approve and sign, then submits the time sheets to the County Clerk.
- Other tasks as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or equivalent, vocational /technical training in office support functions with one year experience in reception or customer service, or any combination and experience that provide knowledge, skills and abilities.
- Solid working knowledge and experience in typing, data entry and in computer use; preferably in a Windows environment using Word, Excel and Access.
- Enter all data in the appropriate computer system/program.
- Experience in the operation of a variety of other office equipment.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Considerable ability to communicate effectively both orally and in writing.
- Possess a valid driver's license and have access to a reliable insured vehicle.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to assemble, copy, record, and transcribe data.
- Ability to understand and use advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence, and laws.
- Ability to advise and interpret how to apply programs, procedures, and standards to specific situations.
- Ability to communicate effectively with residents, farmers, plumbers, law enforcement, school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to calculate and track expenses and revenues.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to work independently with punctuality and neat work appearance.

Physical Requirements

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- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to occasionally work outdoors, in various weather conditions, on uneven terrain during field events.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in environments with a moderate risk for disease or physical harm.

Crawford County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature	**Supervisor's Signature**
_____	_____
Date	**Date**