

# Richland County

## Position Description

**Position Title:** Office System Technician

**Department:** Land  
Conservation/Zoning

**Reports to:** Land Conservation & Zoning Director

**Pay Grade:** 11

**Date:** 09/09/2024

**Hours per week:** 40

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### Purpose of Position

Responsible to perform clerical, administrative, customer service, and database management for the Land Conservation and Zoning Department.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs customer service/receptionist duties in person, by phone and email to provide information, take messages, assist in completing applications and permits, or refer to appropriate person. Assists public with inquiries using ArcView and County on-line maps. Assists public with apps and website use.
- Issues building permits in compliance with the County Zoning Ordinance.
- Performs a variety of clerical and support services including correspondence, file maintenance, transcription, memos, legal documents, and related materials.
- Processes incoming and outgoing mail; assembles case, client, and complaint files; maintains department filing system; responds to routine correspondence and questions; and schedules appointments.
- Orders office supplies and materials and maintains inventory.
- Performs and compiles data entry for a wide variety of department programs, systems, and databases.
- Builds and maintains the Zoning database including creating and maintaining reports and queries; ensuring proper functioning of database; and guiding and instructing end-users.
- Exports Access data to compile and complete County, State and Federal reports.
- Maintains the State Database for Nutrient Plan Tracking, Certificates of Compliance, and Self Compliance.
- Assigns new addresses for the county including updating public GIS.
- Prepares and maintains Land Conservation program accounts.
- Attends Natural Resources Committee and Board of Adjustment meetings.
- Prepares public hearing documents and minutes, ordinances, and reports.
- Plans and organizes Conservation poster contest and Spring Tree Sales.
- Coordinates and maintains the program for failed septic systems.

- Maintains knowledge of laws, ordinances, and regulations pertinent to department activities.
- Performs accounting functions including recording expenditures and revenues and voucher preparation. Prepares deposits for payments.
- Compiles data and assists in budget and report preparations.
- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and associate's degree in relevant field with some relevant work experience in accounting, bookkeeping, data processing and customer service or combination of education and experience to provide required knowledge, skills, and experience.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

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

- Knowledge of modern office procedures, equipment, and software.
- Knowledge of accounting, bookkeeping and best practices.
- Knowledge and skill with computer database structure and processing, Microsoft Office Suite, Arview, Access and Adobe software, and social media/website activities.
- Ability to prepare reports and records.
- Ability to use and understand design data and information such as blueprints, county zoning and septic requirements, soil test results, ordinances and laws, departmental computer software, soil surveys, maps, and plat books.
- Ability to prepare a variety of documents including reports, letters, forms, and applications.
- Ability to perform a variety of tasks under moderate supervision within standard operating procedures.
- Ability to apply a variety of procedures, policies and precedents using moderate analytical ability.
- Knowledge of GIS.

#### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving lifting, carrying, pushing, and pulling.

#### **Working Conditions**

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.

**Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland 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 encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date