

# Uintah County

## Job Description



<b>Title:</b>	Public Lands Specialist	<b>Code:</b>	515
<b>Division:</b>	Public Lands	<b>Effective Date:</b>	3/07
<b>Department:</b>	Commission	<b>Last Revised:</b>	12/14
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	20

### GENERAL PURPOSE

Performs a variety of **clerical and administrative duties** needed to support the County's public lands management philosophy and expedite daily public lands functions.

### SUPERVISION RECEIVED

Works under the general supervision of the County Commissioners.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Coordinates the activities and processes of the county office of public lands serving as a clearing center for requests for access to public lands.

Organizes and correlates the review of land use documents; determines document compliance with established guidelines; prepares and delivers documents for consideration and analysis by county commissioners.

Refers technical questions to supervisor; answers telephone and assists general public providing information and specialized instructions.

Receives and opens daily mail; identifies various types of documents, applications and technical materials; makes determinations for appropriate processing; follows established policies and procedures for processing specific documents.

Prepares responses and comments, with commission approval, to environmental agencies, groups, and other public lands-related entities, such as the Environmental Protection Agency.

Apprises Public Lands committee members of scheduled events, meetings, etc.; assists in the organization and preparation of meeting materials, agenda, and packets.

Manages daily office operations; maintains inventory of office supplies; orders and schedules equipment maintenance as needed.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience
  - A. Graduation from high school, plus two (2) years of post-secondary education;

AND

B. Two (2) years of progressively responsible experience providing secretarial and or general administrative support, preferably in a public agency environment;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some knowledge of** various aspects of county government operations, i.e., legislative processes; inter-relationships between state, federal, and local agencies with common interest in public lands and related issues; technical writing; public relations.

**Skill** in the use of standard office equipment; composing technical and executive correspondence.

**Ability to** deal effectively with time sensitive materials and meet deadlines associated with the public lands operations; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must possess valid driver's license.

4. Work Environment:

Tasks typically require light physical activities associated with a sedentary work environment. Some muscular strain related to walking, standing, stooping, sitting, reaching, and light lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required in the use of keyboard and other office equipment. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)