

REQUIREMENTS FOR POSITION

1. Must possess excellent communication skills (Phone, interpersonal, written, verbal, etc.)
2. Must be self-motivated, proactive, detail oriented, and a team player
3. Must possess time management and time critical prioritization skills
4. Must pass a criminal background check
5. Possess a valid Driver License
6. High school diploma or GED

SPECIAL QUALIFICATIONS

1. (Prior BPSST (or current DPSST) Basic Law Enforcement Certification (or other Jurisdiction's equivalency). Associates degree in related field preferred
2. 1-2 years of directly related or closely related experience preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and maps.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment for a portion of the day and drives a county vehicle conducting site inspections for the majority of the day. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date