**Engineering/Land Planning Assistant Description**: The Engineering/Land planning Assistant is a full time employee who is assigned to share duties as the Engineering Assistant and the Land Planning Assistant. The job consists of splitting the daily work load equally between the two departments. The Assistant is responsible for office reception, land and roads records research, records management, permit tracking, mapping, disseminating information between departments and support to the Land Planner and County Engineer.

**ENGINEERING/LAND PLANNING ASSISTANT JOB DESCRIPTION:**

The Assistant supports the County Engineer and Land Planner/GIS Manager in the following areas:

Engineering/Land Planning Office Activities

* Employee services the reception area by answering the phone, greeting customers and ensuring that common applications and documentation are readily available.
* Employee conducts land records abstracting and research related to land in the county, as required.
* Employee conducts road research regarding when vacated/established, right-of-ways, descriptions and maintains road record file system.
* Employee maintains corner records for GLO survey information.
* Employee develops and maintains a system for organizing paper and electronic records.
* Employee responds to customer inquiries regarding engineering and planning office activities (e.g., easements and subdivisions).
* Employee tracks activity related to development (e.g., address requests, septic permits, compliance permits, access/driveway permits, utility permits, etc.).
* Employee provides support for meetings, office purchases, office inventory, budgeting and grants.
* Employee prepares maps and graphics, as needed.
* Employee updates base layers in the county’s GIS.
* Employee supports special projects, as needed and assigned.