

Rusk County
Zoning LCDD Intern

Rusk County is accepting applications for a limited term Intern to work in our Land Conservation and Development Department during the summer of 2018. This position performs technical services for the Rusk County Land Conservation and Development including correctly identifying the location of Zoning and Sanitary Permits issued from 1968 to the present using legal descriptions and parcel identification numbers and scan and index permits into a database. Some onsite work may need to be done to verify information included on a permit and to correctly identify exact location of the systems.

Qualifications: This position requires 1 or more years of college in a Natural Resources or GIS field.

Wage is \$12.88 per hour. For consideration please submit a Rusk County Application for Employment to:

Rusk County Clerk's Office
311 Miner Ave E. Suite C150
Ladysmith, WI 54848

Any questions regarding this position contact CeCe Tesky, Land Conservation and Development Director, at 715-532-2156 or email ctesky@ruskcountywi.us

Closing date for accepting applications is 4:30 P.M. on March 16, 2018. Applications and a complete job description are available on line at www.ruskcounty.org or at the Rusk County Clerk's Office, 311 Miner Ave. E. Suite C150, Ladysmith, WI 54848

This institution is an Equal Opportunity Provider and Employer

RUSK COUNTY JOB DESCRIPTION

JOB TITLE: Zoning LCDD Intern

DEPARTMENT: Land Conservation and Development

GENERAL SUMMARY:

This position performs technical services for the Rusk County Land Conservation and Development including correctly identifying the location of Zoning and Sanitary Permits issued from 1968 to the present using legal descriptions and parcel identification numbers and scan and index permits into a database. Some onsite work may need to be done to verify information included on a permit and to correctly identify exact location of the systems. The intern in this position also may also perform routine and entry level technical geographic information systems work.

REPORTING RELATIONSHIPS:

Reports to: LCDD Director

ESSENTIAL FUNCTIONS OF THE JOB.

1. Use a computer to perform research and data entry.
2. Research records, maps and other data to obtain information.
3. Ensure maintenance of complete, accurate and timely records of above activities.

MINIMUM REQUIREMENTS:

This position requires a high school diploma and 1 or more years of college in the field of Agriculture, Conservation, Geography, GIS, Environmental Science, Natural Resources, Resource Management, or related program. Possession of a valid State of Wisconsin driver's license

PHYSICAL DEMANDS:

Data gathering will require employee to walk, stand or sit for extended periods of time, including the ability to walk or stand on rough or uneven surfaces. The job requires extended periods of sitting at a computer in an office environment. Ability to bend, reach, stoop, kneel and crouch. Ability to coordinate eyes, hands, feet and limbs in operation of equipment, machinery and tools related to essential duties. Work is performed both in an office setting and outside.

REQUIRED SKILLS:

1. Experience with Microsoft Office.
2. Excellent research, analytical, and problem solving skills
3. Excellent written and verbal communication skills
4. Ability to establish and maintain effective working relationships with other employees, agencies and the public
5. Work independently and in a professional manner
6. Attention to detail and accuracy
7. Must have knowledge of legal descriptions and reading aerial photos.
8. Must be able to work outdoors for full days in all seasons.

This position is approximately 500 total hours and pay is \$12.88 per hour.