

CENTRAL PROCESSING DESK COORDINATOR

GRADE 27

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled technical and clerical work reviewing and processing land development applications; does related work as required. Work is performed with minimal supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating the Central Application Processing Desk; reviewing and researching land development applications and resubmissions; providing assistance to applicants, land owners, engineers, and other representatives with the application and resubmission processes; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Solely responsible for the accurate and detailed database management and division/agency notification, while adhering to various mandated timelines.
- Validates land development applications for completeness and accuracy utilizing the EnerGov Land Development Application System, ARC GIS software and other County databases.
- Communicates with and assists applicants, land owners, engineers and others with completing requirements for numerous application types.
- Oversees the application fee process, to include receipt of monies, assignments of financial codes, calculation of fees, transmittals to the Treasurer's Office and internal transfers.
- ESI Coordinator- Assist Applicants/Engineers with the ESI process; communicate with ESI weekly regarding the total number of projects to be reviewed.
- Communicates consistently with divisions regarding the acceptance/denial of applications and resubmissions; coordinates distribution to appropriate agencies.
- Coordinates scheduling of pre-application meetings; attends meetings, and prepares and maintains meeting notes.
- Verifies statistical and other reports for accuracy and completeness.
- Sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification.
- Maintains hard copy application requirement packets.
- Operates computer and other office equipment; enters a variety of information into computer and produces appropriate files, records and reports.
- Serves as receptionist when required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of departmental programs, policies and procedures; general knowledge of the standard office methods and procedures, business English, spelling and commercial arithmetic and office management; ability to perform a considerable volume of detailed record work; must possess the ability to prioritize workload effectively on a daily basis while handling regular customer walk-ins and phone correspondence; ability to establish and maintain effective working relationships with associates and the public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and experience in general clerical work, customer service and database entry management. Experience in land development preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.