

MARTIN COUNTY
APPLICATION SUPPLEMENT
Planning and Zoning Technician

Name: _____

Instructions: Your experience and training will be evaluated and scored to determine if you are suited for this position. Please submit this supplement with your County application by the closing date noted on the job posting. Describe your experience and training in further detail. (Use back or additional paper if necessary)

Include in your answers:

- *the name of your employer and department you worked in;*
- *the number of months/years you performed the work or attended training; and*
- *the percentage of your work week that was spent on each of the activities you describe below.*

Please describe your experience for the following items:

1. Do you have a Bachelors degree in Urban Studies, Planning, Environmental Sciences or related field **OR** two years of related college level coursework and three years of recent experience in a related field? Yes_____ No_____
2. Are you certified for Sub-Surface Sewage Treatment Systems (SSTS) Inspections in Minnesota? Yes_____ No_____
3. Do you have GIS knowledge and experience? Yes____ No_____ List and describe your experience and/or knowledge of GIS.

4. Please describe your knowledge and work experiences in planning and zoning (i.e. inspections, land use) or environmental services and functions.

5. Ability to work with others on an on-going regular basis. You will be interacting with multiple staff people, the general public on an ongoing basis. Describe your communications skills and experience in which you needed to maintain cooperative and effective working relationships with supervisors and co-workers, as well as the public (include the frequency and nature of interaction).

6. Ability to read and understand land descriptions is necessary for many of the projects that this position is responsible for. Describe your knowledge and experiences in reading legal descriptions and using a plat book.

7. Computers. We use Microsoft Word, Excel, Outlook, Access, as well as other data bases and GIS products. Please describe your experience with these or similar programs

6. What has been your greatest achievement?

I hereby state that the information contained in this document is an accurate description of my education, training and experience.

DATE: _____
Applicant Signature