

Position Title: Zoning Intern

FLSA Status: Non-exempt

Reports to: Zoning Administrator

Pay Grade: A

Department: Zoning and Sanitation

I. Position Summary

This is a summer intern position in the Vernon County Zoning office under the direction of the Zoning Administrator. The position is 50% field data collection and 50% data entry in an office setting. Field data collection will be done in streams, and rough terrain. GIS based software will be used in the field and in the office. Data entry in will consist of digitizing paper files and updating files in Zoning's tracking software.

II. Essential Duties & Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- In-field measurements, and observations.
- Use of GIS based software.
- Physical demands such as wading through streams, walking in rough terrain, and carrying equipment.
- Knowledge of computer programs such as Microsoft suite products, GIS, and Vernon County's tracking software.
- A valid drivers license.

III. Related Job Functions

- Performs related work as required and directed.
- Operates office machines such as photocopier, scanner, voicemail systems, and computer.
- Familiar with GIS base applications, Microsoft Word, Excel and Outlook.

IV. Physical Demands

Approximately 50% of the time is spent sitting, hearing, using near and far vision, talking, walking, standing, climbing stairs, and bending. Approximately 50% of the time may include in the field collecting data which may involve walking, climbing, stooping, crouching, and standing for moderate periods of time.

V. Education and Training Requirements

- GIS map experience preferred.
- Valid Driver's License

Created: 2015
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