



CUSTER COUNTY

Looking for work with daytime hours, no weekends, and most holidays off?

This full-time Planning Technician position offers paid leave, a comprehensive benefits package, and opportunities for professional growth in planning, and county technology systems.

The Custer County Planning Department is accepting applications for a full-time Planning Technician. The ideal candidate will be detail-oriented, organized, and capable of balancing customer service, permit administration, field inspections, and land-use planning responsibilities. This position serves an important role in supporting the growth and development of Custer County through permit processing, and public assistance.

Position Description is available below and application is available on the Custer County website at <https://www.custercountysd.com/employment/> or by contacting Amber Maidens, Custer County Human Resource Director, 420 Mt Rushmore Rd, Custer, SD 57730. Phone: 605-673-8134. Applicants must fill out and submit a Custer County application. Applications will be accepted until filled.

Custer County is an equal opportunity employer.

POSITION TITLE: Planning Technician

REPORTING TO: Planning Director

SALARY: \$19.04

HOURS: 40 hours per week | 8:00 AM – 5:00 PM | M-F

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

The Planning Technician provides administrative work, permit review, ordinance compliance, field support and customer service for the Custer County Planning Department. This position assists with daily office operations, permit administration, wastewater and approach inspections.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Process, review, and issue building, wastewater, approach, and other development permits and applications.
- Maintain permit files, inspection records, digital databases, and planning-related documentation.
- Conduct preliminary and final inspections for wastewater systems, approaches, and other permitted activities.
- Answer questions regarding planning regulations, permit requirements, land development, and property information.
- Perform general clerical duties including typing, data entry, filing, scanning, copying and maintaining electronic and paper records.
- Provides information to property owners, builders, contractors, and others related to the permitting, review, and inspection process.
- Provide customer service in person, by telephone, and through electronic correspondence.

PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, walk, bend, kneel, and reach as needed.
- Ability to travel throughout Custer County to conduct field inspections and site visits.
- Must be able to lift/move up to 25 lbs. unassisted.
- Must be able to safely operate a county vehicle and navigate uneven terrain during inspections.
- Ability to communicate effectively both verbally and in writing.

ABILITIES & SKILLS:

- Strong organizational and time management skills.
- Ability to prioritize multiple projects while meeting deadlines and maintaining accuracy.
- Strong attention to detail and recordkeeping skills.
- Ability to understand and apply office procedures, policies, and applicable laws.

- Ability to learn planning, permitting, and records management software.
- Ability to work independently and collaboratively with staff, elected officials, contractors, consultants, and the public.

EDUCATION & EXPERIENCE:

- High school diploma or equivalent required.
- Knowledge of the layout within Custer County and ability to read legal descriptions.
- Knowledge in planning, permitting, Geographical Information Systems (GIS) software, records management, or a related field preferred.
- Customer service experience is highly valued.
- Valid South Dakota Driver's License required or ability to obtain one.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW OTHER INSTRUCTIONS AND PERFORM OTHER RELATED DUTIES AS ASSIGNED.