



MATANUSKA-SUSITNA BOROUGH
invites applications for the position of:

Platting Technician

SALARY: \$25.40 Hourly
OPENING DATE: 07/12/21
CLOSING DATE: Continuous

JOB SUMMARY:

This position provides technical support for the department's platting operations and for evaluating platting proposals for compliance.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

PAY GRADE:

K1

MINIMUM REQUIREMENTS:

Associate's degree in a course of study directly related to the occupational field. High School diploma or equivalent and any combination of post-secondary education or experience which provides the expertise required to perform effectively the functions of the position may substitute for the Associate degree on a year-for-year basis.

Three (3) years of experience in a similar position, sufficient to understand the basic principles relevant to the major duties of the position.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

Must successfully pass a pre-employment drug screen.

DUTIES/RESPONSIBILITIES:

- Prepares and manages platting case files from acceptance through recording and finalization.
- Reviews final plat and other documents for accuracy, completeness and compliance with code.

- Conducts research and responds to internal and external inquiries about platting cases, surveys, boundary disputes, legal descriptions, platting procedures, code provisions, etc.
- Conducts research in preparation for pre-application conferences and in the development of staff reports; presents options and solutions to customers; formulates and presents recommendations and findings to the Platting Authority, in compliance with code.
- Reviews subdivision proposals, pre-application conference requests, right-of-way and easement vacation or modification petitions, public use easement requests, right-of-way acquisition proposals, plat note amendments, and variance requests.
- Creates and updates maps in electronic format for platting cases and responses to inquiries and requests.
- Enters platting cases and updates electronic database.
- Conducts field inspections of platting actions.
- Tracks platting case progress to ensure compliance with deadlines.
- Researches and drafts recommendations for subdivision code changes.
- Performs related duties.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.matsugov.us>

Position #2021-00096
PLATTING TECHNICIAN
TP

350 E Dahlia Avenue
Palmer, AK 99645
907-861-8404
907-861-8404

msb.employment@matsugov.us

Platting Technician Supplemental Questionnaire

- * 1. What is a legal description; give some examples.
- * 2. What is the purpose of Platting, and how does it promote responsible development?
- * 3. What MSB Code regulates the subdivision of land?
- * 4. What is the purpose of the MSB Code, and how does it affect the community/public/MSB?
- * 5. Attention to detail, proofreading skills, and producing accurate documents are critical skills for this position. Please describe your experience in these areas and the programs and types of documents used to create.
- * 6. How many square feet are in an acre?
- * 7. Are privately owned properties allowed to be divided in the Matanuska-Susitna Borough without going through the Matanuska-Susitna Borough Platting process?

* Required Question