



**PARISH OF CADDO**  
**Department of Human Resources**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:*  
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Property Specialist	DEPARTMENT: Public Works	FLSA Status: Non-Exempt
HOURS: 8:00 a.m. – 5:00 p.m.	SALARY RANGE: \$14.86 - \$22.36 /hour	LEVEL: 18

Responsible for coordinating zoning and property standard issues. Assists with researching of information concerning property ownership, road dedications, right-of-ways and easements.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for coordinating and implementation of Parish Ordinances regarding property standards, i.e., demolition, sealing, and liens; in addition to sewerage discharge into parish drainage ditches.
- Reviews zoning ordinances and proposed changes to ensure accuracy and completeness. Liaison between the Metropolitan Planning Commission (MPC) and Public Works Department.
- Responsible for coordinating and implementing Parish participation in the National Flood Insurance Program (NFIP) to help reduce flood premiums for citizens. Review FEMA maps to determine flood zones and issue letters accordingly.
- Assist the Permit Technician in the issuance of Developmental Permits, Utility Permits, and Hauling Permits.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent. College degree preferred.
- Minimum of one year experience working with FEMA maps.
- Ability to work with blueprints and map reading.
- Ability to research and examine titles to property.
- Ability to comprehend policies and procedures.
- Knowledge of computer operations and CAD (Computer Assisted Design) skills.
- Must have valid driver's license if assigned a Parish vehicle.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.