

## Job Description

**Job Title: GIS Specialist**

**Prepared By: County Assessor**

**Classification: Full-time**

**Prepared Date: May 12, 2015**

**Department: Assessor**

**Approved By: Human Resources**

**Reports To: Assessor & Deputy**

**Approved Date: 2/3/2016**

**Location: 525 E. Grand Ave.**

**FLSA Status: Non-Exempt**

**Job Summary:** To evaluate, develop, and maintain accurate and up-to-date county ownership plats; assess acreage for each parcel of land; address questions concerning ownership.

### Essential Duties and Responsibilities:

1. Oversee maintenance of computer hardware and software related to Geographic Information Systems (GIS); perform data input, data analysis, map production within GIS; assist other staff with computer software and hardware problems; create forms, and formats for reporting database inventories.
2. Participate in the mapping department activities including work elements, target implementations dates, and establishment of required resources; research and interpret technical and planning documents; apply findings to program implementation.
3. Perform a variety of duties involved in the operation of the Assessor's office including map and file maintenance, records research, processing property conveyances, land vacations, and agricultural land classifications.
4. Prepare parcel maps to accurately represent all land parcels, subdivisions, and tax districts; enter plats to cadastral maps; compute land parcel areas using mathematical functions; determine non-closures and overlaps in legal descriptions and surveys; notify proper authority of deficiencies in parcel descriptions; determine ownership for tax assessment purposes; maintain the integrity of the GIS parcel layer. GIS parcel layers generated in Assessor's Office are the predating data for a number of other agencies as well as the public. Some of the agencies dependent upon an accurate parcel layer includes the Sheriff Department, Fire Department, Elections Department and Emergency Management.
5. Compile and prepare data on property ownership land transfers, parcel splits, and combinations into departmental records; prepare ownership information for entry into automated data processing system; assign parcel identification number to land parcels; identify tax area codes, ownership identifying data, and land classification/usage.
6. Serve as an information source; answer the telephone and greet and assist public in a professional manner; provide general information on departmental, county and state policies and procedures within area of assignment; refer calls to appropriate department personnel.
7. Incorporate the use of technical drafting equipment and techniques to enter parcel boundaries on tax assessment maps.
8. Transcribe legal description, field data, and subdivision plats to tax assessment maps.
9. Utilize research techniques to determine ownership for tax assessment purposes.

10. Adhere to safe work practices and procedures.
11. Perform related duties and responsibilities as required.

## **Qualifications/ Requirements:**

### **Knowledge of:**

- Procedures, techniques, and methods of mapping, surveying, and drafting.
- Operation and maintenance of GIS systems and cadastral mapping system.
- Processes of digitization, plotting, and reproduction.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Terminology, methods, practices, and techniques used in assessment.
- Principles and practices used in interacting with the public.
- Modern office practices, methods, and equipment.
- Principles and practices of data collection and report preparation.
- Principles and practices of working safely.
- Operate electronic surveying equipment, GPS equipment, plotter, and map reproduction equipment, GIS software, including but not limited to: Auto Cad, Arcview, Microsoft access, Excel and Word, WordPerfect, visual basic and operations dealing with AS 400.

### **Ability to:**

- Perform technical work involving the use of independent judgment and personal initiative.
- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Collect, compile, and analyze information and data.
- Perform accurate mathematical computations.
- Prepare and maintain accurate and complete records.
- Plan and organize work to meet schedules and time lines.
- Communicate clearly and concisely, both orally and in writing.
- Follow oral and written instructions.
- Work effectively as part of a group.
- Establish rapport and interact professionally and sensitively with customers.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Understanding of operations and procedures in Assessor's Office, ability to answer questions about tax process from the public or other entities.

**Education/ Training/ Experience:** High School Diploma or equivalent. Understanding of mapping and GIS software. Prefer one year of experience of mapping and GIS software.