

Job Description

Job Title: GIS Technician

Prepared By: County Assessor

Classification: Full-time

Prepared Date: May 14, 2015

Department: Assessor

Approved By: Human Resources

Reports To: GIS Specialist

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Non-Exempt

Job Summary: Assist with providing the data necessary to create and maintain a Geographic Information System (GIS) for Campbell County; assist with maintaining up to date information such as ownership, acreage, addresses and any other information needed to district, assess, and tax real property.

Essential Duties and Responsibilities:

1. Maintain database for deed listing, subdivision books and plats for changes in ownership and addresses.
2. Prepare scanned documents for entry into the GIS system by labeling and converting to a file format; import to the GIS System.
3. Review all parcels for accuracy of address, name and square footage on an annual basis.
4. Attend continuing education through various entities to further education in GIS.
5. Scan year end plats, proposed documentation, Property Record Cards, mine documentation, deeds, and any other documentation in order to prepare for entry into the GIS System.
6. Assist the [public and co-workers with requests for duplication of township and range plats.
7. Attend and participate in staff meetings and related activities, attend workshops, conferences, and classes to increase professional knowledge, attend training seminars related to surveying, mapping and GIS.
8. Perform a variety of duties involved in the operation of the Assessor's Office including map and file maintenance, records research, processing property conveyances and land vacations.
9. Respond to requests for property identification for purposes of zoning and land usage issues.
10. Prepare and produce all new and revised subdivision plats.
11. Review work of GIS Specialist to check for accuracy and completeness.
12. Plat all ownership that cannot be acquired through other means.
13. Identify appropriate plat or parcel from address, name, township and range, or parcel numbers as requested by public.
14. Perform related duties and responsibilities as required.

Qualifications/ Requirements:

- Basis techniques of mapping, surveying and drafting including ArcView programs.
- Principles and practices used in interacting with the public.
- Modern office practices, methods and equipment including Microsoft Office Suite programs.

- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate a motor vehicle safely.
- Utilize AUTOCAD, MAP and ArcView programs.
- Utilize and operate GIS software, Global Positioning System (GPS) equipment, plotters and map reproduction equipment.

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 and compile information and data.
- Communicate clearly and concisely, both orally and in writing.

Education/ Training/ Experience: High School Diploma or equivalent. Understanding of mapping and GIS software.