C.A.M.P GIS Technician

This position is in-line with a GIS Technician or a Cadastral Mapping Specialist job description.

This is an entry-level position which includes on-the-job training and experience. The position will report to either a County Assessor or their chosen Deputy Assessor. Primary duties include: performing skilled digital mapping involving preparation and maintenance of digital maps for the County Assessor's mapping section, converting hand drawn maps into a digital format for use in a Geographic Information System (GIS), managing data in such a way that historical records will reflect changes to land parcels in the County, and providing supportive mapping data and analysis upon request.

This position is intended to provide support for assessment mapping, county-wide interdepartmental Geographic Information Systems (GIS), Land Records maintenance and other functions as assigned.

Essential Duties and Responsibilities

- Creates, maintains and updates databases using GIS;
- Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;
- Conducts research (Recorder's Office, files, and database) of legal documents to insure correct platting of property descriptions;
- Produces printed maps for both the Assessor's Office and the general public showing map features, property boundaries, platted lots, recorded bearings and distances as applicable, parcel numbers, etc.;
- Provides technical and administrative assistance for the County GIS program;
- Manages operation of GIS equipment, software, data, and products;
- Attends meetings, conferences, workshops;
- Other related duties assigned by the Assessor or their designee;
- Maintains a positive, helpful, constructive attitude and working relationship with the Assessor and office employees, other County employees, Elected Officials and the public.

Supervisory Responsibilities

- May provide limited supervision of fellow employees used for the development and maintenance of the digital cadastre system

Language Requirements:

- Fluent in written and oral communication using the English language

Reasoning Ability:

- Ability to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges;
- Ability to prioritize work and research information to complete work independently; multi-task duties.

Technology and Tools Requirements:

- Competent ability to use a personal computer and associated peripherals and use Microsoft Windows 2000 or higher, Microsoft Office XP, databases specific to the County, Internet, and e-mail system;
- Specific capability to operate ArcGIS/ArcView software for preparing assessment maps along with the ability to analyze data, and prepare map products while developing and maintaining GIS data sets is preferred but not required;
- Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment;
- Ability to operate a variety of technical tools and equipment, such as calculator, camera, drafting instruments, measuring devices, etc.

Required Knowledge and Skills:

- Ability to read legal descriptions, deeds, plat books, maps, and software procedures manuals;
- Skill in interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos;
- Knowledge of principles and practices of file and records management;
- Skill in reading, understanding, interpreting and applying relevant County rules,
- ordinances, codes and regulations;
- Skill in following and effectively communicating verbal and written instructions;
- Skill in working within deadlines to complete projects and assignments;
- Skill in operating a personal computer utilizing a variety of specialized and standard software;
- Ability to communicate orally with customers, clients, and the public in face-to-face one-on-one settings or using a telephone.

Environmental Factors and Conditions/Physical Requirements

- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement;
- Remain in a sitting position for extended periods of time;
- Perceive color as defined by the Inter Society Color Council-National Bureau of Standards system;
- Perform fine hand movements in the accurate use of drafting instruments;
- May be required to lift and carry items weighing up to 50 pounds.