

WASHINGTON COUNTY
Job Description

JOB TITLE: Geographical Information Systems (GIS) Technician

Exempt (Y/N): No

DEPARTMENT: Assessor

DATE PREPARED: November 2015

SUPERVISOR: GIS Coordinator

SUMMARY:

Under the direction of the GIS Coordinator, this person has the responsibility to update real estate assessment records and values of parcels which require a parcel split. The incumbent must apply all appropriate Amendment 79 credits that apply in the valuation of each parcel. The incumbent must update parcel maps with all parcel boundary changes using GIS digital mapping software as well as abstracting and drafting skills. This position is responsible for drafting duties for existing parcels and newly established subdivisions. Maintain up-to-date files of subdivisions, tract splits, and other information as requested by the Assessor's Office. All functions should be performed efficiently and in an accurate, timely, and professional manner. This position requires a high level of mental demand to keep up with parcel splits and an average of 75 new subdivisions annually. This position is responsible for maintaining accurate real estate records in excess of \$14.1 billion in appraised property value throughout the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Must have the ability to read and interpret legal descriptions, maps, plats, and aerial photographs; analyze surveys and other GIS-related source information.
2. Know the principles and practices of cartography and automated mapping, map projections & coordinate systems, map projections & coordinate geometry.
3. Map written legal descriptions on parcel maps and draw new parcel boundaries on maps to maintain map accuracy.
4. Digitally map parcel splits as well as adjusting problem parcels using GIS software.
5. Must understand and adjust digital data to determine graphical representation of parcel boundaries.
6. Develop and print digital maps and other appropriate reference material for appraisers doing field checks.
7. Use ESRI's ArcGIS software to develop and print maps for customers and interoffice use.
8. Update assessment records in the Computer Assisted Mass Appraisal system to reflect split parcels and newly created parcels.

9. Apply appropriate valuation increases as defined by Amendment 79 to all re-priced real estate parcels.
10. Update assessed values as necessary to accommodate ownership changes and parcel splits both for the current year and previous years using the necessary corrective documents.
11. Assist the public in person and over the telephone in all aspects of the assessment process.
12. Using digital maps and/or aerial photos to determine proper placement of improvements for parcel splits and review parcels for improvements made to properties to maintain accurate assessment records.
13. As necessary, contact abstractors, attorneys, and property owners to clarify deed information for proper assessment.
14. Request correction of deeds containing errors. Perform extensive research to resolve irregularities and identify errors in deeds. Contact appropriate entities (lawyers, title companies, banks, etc.) to make them aware of the need for correction of the deed for the tax records.
15. Assist deputy assessors in all areas concerning real estate and personal property assessments as needed and serve as back up on telephones.
16. Perform all liaison activities in a professional manner to insure maximum cooperation between and among County and other agencies.
17. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington County.
18. Must be able to work independently concerning daily tasks and on-going projects with minimum supervision.
19. Other projects as they are assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The work performed requires judgment in the application of established guidelines to specific situations, with instruction or assistance from a supervisor on problems or unusual cases. Must be self-disciplined and motivated. Must be capable of exercising good judgment and to make decisions when necessary. Accuracy is a very important factor in this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree in geographic information systems or geography and two years of experience working with geographic information systems is preferred. Other combinations of experience and education that meet the above requirements may be substituted.

Language/Communication Skills:

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, general public, and other officials.

Reasoning Ability:

Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations. Possess the ability to read and comprehend specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats.

Office Equipment & Computer Software:

Machine skills include computer and Internet, calculator, FAX machine, copy machine, and typing skills. Computer programs and software utilized include: Computer Assisted Mass Appraisal software; ESRI's ArcGIS software; and Microsoft Office Products to include Word, PowerPoint, and Excel; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.

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 is regularly required to sit, talk, hear, and use hands to finger, handle or feel objects. The employee frequently is required stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision and the need to view a computer screen for extended periods of time.

Employees must travel to different sites and locations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.