

# GIS Mapper

Dept: Tax

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate technical work participating in the preparation and maintenance of real property maps and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Records Supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Performs general updating on geographical information system which includes transactions such as merges, splits and resurveys.
- Performs general ArcMap cogoing and places them correctly into GIS using digital orthophotos.
- Completes paperwork pertaining to road frontage and access easements for the real property division to adjust values.
- Produces maps for the public.
- Contacts the Department of Transportation for new highway projects and tracks the completion of projects; maintains files and records of new or ongoing projects; files project information once projects are complete.
- Conducts general deed research to solve boundary line issues.
- Prints recorded deeds and plats.
- Updates and maintains multiple data layers in the County's geographical information system from recorded documents such as deeds and plats.
- Performs advanced editing functions with the GIS software including entering new subdivisions and highway projects.
- Performs the necessary changes in GIS for city annexations or other district changes; relays information to other county departments.
- Assists in the research and problem solving related to property mapping.
- Compiles data on new land transactions for real property division to assist them in determining the adequate tax value.
- Commits new parcel data from transactions into the County's default database.
- Performs minor queries of data records for property information using GIS software applications.
- Assists the public or other employees in locating and identifying properties on maps and orthophotos.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

General knowledge of the principles, practices, techniques and equipment of tax mapping; general knowledge of engineering, and mathematics; general knowledge of the procedures, forms, record keeping systems and reports for the Tax Department; general skill operating standard office equipment, hardware and software; ability to prepare accurate and neat drawings; ability to deal courteously and tactfully with the public in adjusting complaints and explaining tax laws and policies; ability to solve problems within scope of responsibility; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with co workers and the public.

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## Education and Experience

Associates/Technical degree with coursework in land survey drafting, mapping, or related field and three to five years experience working in property mapping, working with geographical information systems, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and speaking or hearing and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative: Volunteers readily;** Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date