



Jefferson County
Office Of The Property Appraiser

Angela Gray, Property Appraiser

Position Open April 5th -19th 2010
Applications accepted until 5:00 PM
Monday April 19th

Position Description
Cadastral Mapper/GIS Professional

Job Specifications: A full-time, highly technical position responsible for the development, maintenance and accuracy of the maps and map related data required by the Department of Revenue for approval of the annual tax roll for Jefferson County. Communicates with and assists the public with general and specific information concerning legal descriptions, tax assessment maps, customized data reports, property information, and other JCPA services.

Salary Range: \$30,000-\$40,000 annual (based on experience)

Minimum Qualifications:

- Graduation from high school or an equivalent recognized certification.
- College diploma or university degree in the field of Geography, Computer Science, Engineering, Geographic Information Systems or related field preferred.
- Experience in the use and procedures of GIS using ArcGIS 8.x, ArcGIS 9.x, and extensions preferred.
- Experience in property appraiser office or other similar governmental-related work preferred
- Must possess a valid "Class E" driver's license and current automobile insurance.

Note: The following duties are not to be construed as exclusive or all-inclusive; other duties may be required or assigned as necessary.

Nature of Work:

- Technical work performing a variety of advanced computer operations using the geographic information system (GIS), coordinate geometry (COGO) and other specialized computer software.
- Daily use of personal computer and GIS, including coordinate geometry (COGO) and relational database, spreadsheet programs and ESRI Software products.
- Understands and performs mathematical calculations used for coordinate geometry entry of subdivision plats, lots, and parcels.
- Reads and interprets deeds, land/legal descriptions, plats, right of ways, easements, maps, and other related documents.
- Occasional fieldwork for verification of reference points and equipment calibration required.

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Illustrative Tasks:

- Maintains various county mapping systems using ArcGIS 8.x, ArcGIS 9.x, and extensions.
- Enters data according to established procedures.
- Performs quality control and monitors data accuracy.
- Performs GIS procedures and analysis, both simple and/or complex using GIS software.
- Performs customer service by assisting the public and other staff with inquiries and the reproduction of maps and other related documents.
- Typically, time is spent: GIS analysis 20%; GIS projects 60%; public/customer support 10%; Misc. 10%
- Performs other tasks, as required.

Knowledge, Skills & Abilities:

- Must have knowledge of map reproduction procedures and techniques.
- Must be able to perform related research, investigation or inspection to perform duties.
- Knowledge of ArcPad environment.
- Ability to GPS
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the JCPA's Mission, Vision and Values.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.