

HERNANDO COUNTY PROPERTY APPRAISER

JOB DESCRIPTION

JOB TITLE: Central GIS Technician	PAY GRADE: 314
DEPARTMENT: GIS	SALARY RANGE: \$36,470 - \$56,903
REPORTS TO: Chief Deputy of Administration & Technology	POSITION TYPE: Non Exempt

Applications may be picked up at the Property Appraiser's Office or available on our website (www.hernandocounty.us/pa). Submit the completed application to Jim Johnson, IT/GIS Supervisor, at 201 Howell Avenue, Suite 300 Brooksville, FL 34601-2042. Applications will be accepted until position is filled.

GENERAL DESCRIPTION:

This is a technical position requiring skills and knowledge of GIS, cartography and databases. A Deputy in this position works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data across the Central GIS platform.

ESSENTIAL JOB FUNCTIONS:

- ★ Research & gather required information for inquiries from property owners, title companies, government agencies for the creation of new parcels and subdivisions by reviewing and interpreting deeds, surveys and plats.
- ★ Coordinate with the County Development Dept., title companies, surveyors, attorneys, developers as well private individuals on all class subdivisions. Create and maintain class subdivisions.
- ★ Enter and analyze complex property descriptions, resolving conflicts to produce and ensure the tax roll reflects an accurate base map. Perform spatial analysis.
- ★ Creates and maintains GIS Features, analyzes GIS data using geoprocessing tools, Oracle, SQL server, ESRI ArcSDE and ArcGIS software.
- ★ Maintain & update GIS Service Request form database and Central GIS program procedures.
- ★ Prepare metadata & other documentation and perform quality control procedures to ensure database integrity.
- ★ Produce maps with aerial photos using various types of plotters, color printers, etc. and examine maps for quality.
- ★ Conduct abstract searches & prepare proper legal descriptions of the various parcels involved using electronic data inquiry and retrieval systems.
- ★ Process splits, merges, additions and deletions of parcels and change on property ownership maps.
- ★ Calculate size of parcels for entry into the computer system.
- ★ Work with the Addressing Office staff to maintain accuracy for 911 Emergency Services.
- ★ Process requests for Adjacent Property Owners.

JOB STANDARDS:

Education: High School Graduate or GED Certification
Experience: Minimum 2-6 years' experience in cadastral mapping, drafting or GIS
Licenses or Certification: Successfully complete IAAO Course 600 within 1 year of hire date or upon availability.
Must obtain Certified Cadastralist of Florida designation within 5 years of hire date.

EQUIPMENT USED:

- ★ Personal computer, printer, calculator, facsimile machine, copier, telephone, postage machine & office equipment

CRITICAL SKILLS/EXPERTISE:

- ★ Ability to express ideas clearly and concisely in writing or orally in a friendly manner
- ★ Must be able to establish and maintain effective working relationships with other Deputies, County departments and governmental agencies and businesses
- ★ Proficient with ESRI ArcGIS & ArcSDE software for data entry & data analysis purposes, map making & cartographic presentation of GIS data.
- ★ Ability to interact in a team environment with co-workers with tact and diplomacy
- ★ Ability to analyze facts and exercise judgment, arriving at valid conclusions
- ★ Ability to understand and interpret oral and written instructions
- ★ Able to work independently, be self-motivated and task oriented.
- ★ Strong mathematical, geometric & analytical problem solving skills with keen attention to detail.

ESSENTIAL PHYSICAL SKILLS: Constantly operates a computer and other office machines such as a calculator, copy machine, facsimile machine, postage machine, etc. Frequently be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS: Office environment working closely with others. Occasional off-site training.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

THE PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER