

CLAY COUNTY JOB DESCRIPTION

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| <u>Position Title:</u> GIS Technician II | FLSA: NE |
| <u>Department:</u> Assessor | Level: 15 |
| <u>Reports To:</u> | GIS Manager |
| <u>Date:</u> | August 2003 |
| <u>Revised Date:</u> | April, 2014, April 2017 |

Primary Responsibilities:

- Interpret recorded documents such as plats, deeds and surveys
- Create and maintain parcel related GIS data
- Create tax maps using modern GIS software and computer-aided tools

Essential Duties and Responsibilities:

- Interpret plats, deeds, surveys, and legal descriptions
- Compile, create and update parcel and related data based on recorded and other official documents, using digitizing methods, coordinate geometry and parcel fabric tools under an enterprise GIS environment
- Abstract and extract information from base data such as orthophotography and other documentation to create GIS data layers
- Conduct mapping research and data collection in the field and office
- Generate tax maps and other thematic maps by using spatial analysis skills and appropriate symbology
- Maintain quality assurance and accuracy of GIS data and maps
- Assist customers
- Other duties as assigned

Minimum Qualifications:

- An Associate's Degree in geography/geology, Engineering, Computer Science, or a related field
- Two years of computerized GIS/mapping experience, or any equivalent combination of related education and experience
- A working knowledge and skill of computer operation, word processing and spreadsheet products
- Ability to work independently and without constant supervision

