

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 3, 2015**  
**CLOSING DATE: JULY 2, 2015**

**DEPARTMENT:** Assessor

**POSITION:** Cartography GIS Analyst

**LOCATION:** Globe

**JOB CODE:** 15-045

**ANNUAL SALARY:** \$33,718.00-\$36,247.00 DOE

### PURPOSE OF THE JOB

Under general supervision, performs technical work in the preparation of GIS System coverage, shape files and other related forms of data using Geographic Information Systems (GIS), Computer Aided Drafting (CAD) programs and a variety of method and software. The purpose of this position is to provide and maintain visual information and maps detailing property ownership, location in the county, labels assigned to property, size and dimensions. This position maintains and archives maps, property descriptions and related records, and processes property splits/combinations while providing customer service.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>Uses GIS System coverage, shape files, and other forms of related digital data, including CAD files, databases, and spreadsheets to compile and maintain accurate maps and property descriptions for the identification and assessment of property; assists in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS, updates digital data layers, and creates corresponding maps; researches recorded instruments, survey data, source maps, and photographs to determine accurate location and name of boundaries and other map features; scans, rectifies, and compiles data, builds topology, enters data attributes; checks for errors, and verifies accuracy; assists with the planning and prioritizing project work in consideration of deadlines and resources available to complete work and establishes drafting standards; reviews all computerized drawings and maintains quality control standards.</li></ul>	30%
<ul style="list-style-type: none"><li>Plans new splits and combines properly parcels including subdivisions map books and the updating of property lines on Assessor's maps as a result of property transactions, road and other realignment of tax area lines; assigns parcel numbers to subdivisions and splits.</li></ul>	20%
<ul style="list-style-type: none"><li>Processes new property splits and combinations to create new parcel numbers as requested by customers either per deed, Record of Survey, or written request; researches deeds, legal decisions, and other official documents to assist in verifying land titles before preparing maps; revises and updates map indexes: reviews and checks maps prepared by subordinate personnel or presented for accuracy and measurement of lots and boundaries; scans records of survey and plat maps; Maintains various tables for maps and split and combination information; copies and sorts records of survey; makes large-scale copies for distribution; inputs data into appropriate tables and forms.</li></ul>	30%
<ul style="list-style-type: none"><li>Provides customer service assistance in person and via telephone to the public, internet departments, outside agencies, title companies, appraisers and realtors by providing information regarding surveys, boundaries, easements, property ownership, parcel numbers, acreage, instructions for accessing maps online, and breakdown for well information, roads, and similar matters.</li></ul>	10%
<ul style="list-style-type: none"><li>Converts hand drawn parcel maps into CAD maps and creates information for new subdivisions including acreage, meets and bounds, and parcel numbers; uses a computer-aided mapping system, as well as manual drafting and graphics methods, to plot, compile, draft, and revise maps by adding new roads, boundary changes, name changes, parcel changes, subdivisions, easements, and lot splits and other new features: redraws and corrects old area and district maps by checking with official records and surveys; updates and produces overlay maps to depict such information as boundary, water and topographic.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

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## **ORAL COMMUNICATION DUTIES**

This position trains colleagues.

## **WRITTEN COMMUNICATION DUTIES**

This position creates or edits internal memos, emails and reports.

## **INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Frequently (more than 25% but less than 40% in a year).

## **MINIMUM EDUCATION REQUIRED**

Associate's Degree in Drafting or related field.

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Five (5) years' technical experience in the creation and maintenance of a GIS System including work with related database information and data from other sources including CAD, parcel mapping, zoning mapping and aerial or satellite images, drafting; or equivalent combination of education, training, and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

Completion of International Association of Assessing Officers (IAAO) Courses 600 Principles and Techniques of Cadastral Mapping AND 601 Cadastral Mapping Methods and Applications OR ability to complete within 1 year of hire.

## **KNOWLEDGE REQUIRED**

Cartography, drafting principles and practices; advanced CAD techniques; legal descriptions; plat and parcel maps; records of survey; deeds; general office practices and equipment; standard office software applications; customer service standards and protocol: project management techniques.

## **SKILLS REQUIRED**

Active learning, analytical thinking, critical thinking, customer service, problem recognition, problem solving, matching differences in features, multi-tasking, developing and maintaining county land maps with accurate tax parcel information.

## **ABILITIES REQUIRED**

Solve problem sensibly and swiftly, recognize problems, perform complex mathematical operations manually and within spreadsheets, perceptually compare attributes, maintain auditory attention, utilize and apply drafting principles and techniques; read/interpret maps and legal descriptions; create County land maps using AutoCAD; draw and update map information; split and combine property parcels; assign parcel numbers; scan records of survey and plat maps; export graphic images to different formats, aggregates image catalogs, maintain property files, tables and documentation; assist property owners and other relevant parties; communicate effectively and follow oral/written instructions; utilizes standard office equipment and software; plans and administers map system.

## **PHYSICAL DEMANDS**

Routinely sits to operate special equipment; complete a program, occasionally lifts up to 50 lbs. of work related materials, equipment, tools, and/or gears and requires dexterity for keyboard operation; requires dexterity for special gadgets.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spend time in an office environment and in automobiles.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk.

## **PROTECTIVE GEAR & SAFETY MANUAL**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

## **CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.