

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 19, 2015
REVISED: OCTOBER 7, 2015
CLOSING DATE: OCTOBER 20, 2015

DEPARTMENT: Assessor

POSITION: Part-time Mapping Technician

LOCATION: Globe

JOB CODE: 15-076

19 HOURS PER WEEK

HOURLY SALARY: \$11.72-\$12.60 DOE

PURPOSE OF THE JOB

The purpose of this position is to maintain a visual record of property ownership that is easy for Gila County citizens to follow. This position maintains and archives maps and records, provides customer service, conducts research and fulfills requests by property owners, such as the processing of splits and combinations.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Maintains current parcel maps; maintains and archives records of survey, subdivision plat maps and other maps.	30%
• Provides customer service, answering customers' questions over telephone and at counter.	25%
• Researches chains of title and prior mistakes.	15%
• Processes splits and combinations and other owner-requested tasks.	30%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures.

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

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years experience

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Customer and personal service, english language & composition, mathematics, cartography.

SKILLS REQUIRED

Active learning, active listening, reading, customer service, problem recognition, problem solving, time management, self motivation, ability to work efficiently with a minimum of supervisory direction.

ABILITIES REQUIRED

Perform mathematical operations, make sense of multiple data, detect embedded objects or information, find directions and current locations, focus.

PHYSICAL DEMANDS

- Routinely stands to attend to customers.
- Regularly sits to complete report; regularly sits to operate computers; occasionally sits to operate special equipment; rarely sits to attend to reception areas; rarely sits to perform watchmen duties.
- May be required to lift work related materials, equipment, tools, and/or gears; up to 25 lbs.
- Constantly requires dexterity for keyboard operation; occasionally requires dexterity for special machines.

WORK ENVIRONMENT

This position constantly spends time in office environment; routinely spends time in lobby environment; spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; may become exposed to telephone verbal abuse by customers, patients, or citizens, individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.