

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 13, 2016
CLOSING DATE: FEBRUARY 10, 2016

DEPARTMENT: Assessor

POSITION: Mapping Technician

LOCATION: Globe

JOB CODE: 16-004

ANNUAL SALARY: \$24,465.00-\$26,299.00 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 or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, 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; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Customer and personal service, English language and composition, mathematics and cartography.

Continued on back of page.....

SKILLS REQUIRED

Active learning, active listening, reading, customer service, problem recognition, problem solving, time management, self motivation and 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, and focus.

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

Incumbents in 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 or citizens, individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

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 result in unfavorable public perceptions and legal ramifications.

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.