



## **GIS TECHNICIAN**

### General Statement of Duties

Performs intermediate, skilled technical work preparing and maintaining digital property maps and related databases, creating land parcels, maintaining the geographic information system (GIS) program, maintaining files and records.

### Distinguishing Features of the Class

An employee in this class is responsible for the design and production of land maps using the GIS database, and for implementing changes in tax maps following property transactions. Work includes entering data to update tax map database in the GIS system, updating Mylar maps, developing new map products, assisting the public with locating information and maps. Work also includes taking information from surveys and deeds and translating them into the county's tax maps. Independent judgment and initiative are exercised within established system structure and standards. Work involves public contact and requires tact and courtesy and teamwork to accomplish duties. Accuracy and attention to detail in entering data is critical in the performance of work. Work is performed under the general supervision of the Tax Administrator and evaluated through observation, periodic discussions, accuracy and quality of products produced and by feedback from the public.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Prepares and maintains digital property maps and related databases; creates and maintains new subdivisions.
- Maintains parcels of land, new transfers, and other records and files showing property lines.
- Researches deeds, surveyor plats, and mapping properties in the GIS mapping system.
- Computes acreages and assigns land values to split properties.
- Performs changes necessary to maintain all data layers utilizing GIS hardware and software.
- Assists County staff and customers including property owners, contractors, builders, lawyers, and the general public in locating land information and maps, and in interpreting tax maps and other records.
- Converts data format to produce data base for tax billing.
- Prints and copies aerial maps, GIS maps and tax maps; performs maintenance on printers and other machines.

#### Additional Job Duties

- May update departmental website.
- Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Considerable knowledge of standard practices, techniques, materials and equipment used in computer aided mapping.
- Considerable knowledge of state and county coordinate and coding systems and methods for assigning PIN numbers.
- Ability to use GIS software to review, query, retrieve, and print property map information.
- Ability to maintain data layers, to be creative in producing special map products and reports.
- Ability to understand and use GIS software and relate software in response to requests for data.
- Ability to read, compare, and interpret property maps, surveys, aerial photographs and records accurately.
- Ability to deal tactfully and courteously with the public while handling requests for maps and map overlays, etc.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.

#### Physical Requirements

- Work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing and walking.
- Work has standard vision requirements,
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

#### Desirable Education and Experience

Graduation from a two-year college with a degree in drafting, engineering, or related field and moderate experience in GIS mapping; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Carteret County  
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.