



GIS Cadastralist 1

Category: Classified
Pay Grade: C20
Job Code: 20572

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry level work of routine technical difficulty in the area of cartography and GIS technology to collect and maintain property and cartographic data essential to the compilation of maps and databases used for property appraisal purposes; handles entering, editing, and correction of data within the Geographic Information System (GIS) and the use of peripheral software and equipment as required.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Reads and interprets simple lot/block and metes and bounds descriptions;
- Conducts limited abstract searches and assists in the preparation of proper legal descriptions of the various parcels involved using information technology;
- Performs the splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system;
- Uses ArcEditor to perform simple map edits and maintain parcel data and tax district boundaries;
- Furnishes basic information concerning property descriptions to citizen inquiries;
- Checks records for possible errors and brings same to attention of supervisor; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in cadastral (parcel) mapping, or in supporting geographic information systems by producing graphics, mapping, or related support; or an Associate's degree or technical diploma in surveying, engineering, cartography, or computer science or a related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as GIS Cadastralist 2) within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge the different types of recorded instruments that transfer real property and how they affect title and

- property rights;
- Knowledge of the Public Land Survey System as it relates to real property in Florida;
 - Knowledge of a versioned database using “Workflow Manager”;
 - Ability to locate legal descriptions on various legal documents including plats and surveys;
 - Ability to read and interpret the meaning and intent of simple recorded documents such that the correct owner(s) are listed on the tax roll;
 - Ability to use geometry and trigonometry;
 - Ability to map simple metes and bounds descriptions and split and combine tax parcels using lot and block descriptions.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.