



## **GIS Cadastralist 2**

**Category:** Classified  
**Pay Grade:** C22  
**Job Code:** 20574

*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 technical work in the area of cartography and GIS technology supporting the operations that are required in the production and maintenance of maps and collection/maintenance of property data within GIS; performs the entering, editing, and correcting of map attribute data required with GIS and peripheral equipment and software as required; maintains direct access to the GIS and appraisal systems; supports a wide variety of applications with more independence than is exercised at the GIS Cadastralist 1.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts abstract searches and prepares proper legal descriptions of parcels using information technology;
- Performs splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system;
- Corrects and maintains current appraisal database systems;
- Enters geographic data into computer by use of ArcGIS and ArcEDITOR;
- Searches records and source material from title companies, court records, County engineer's office, or other offices where similar materials or records are on file;
- Recommends adjustments to property records to director;
- Performs computer file maintenance of mapping directories;
- May lead subordinate clerical and technical staff as part of projects;
- Trains junior mapping staff and provides technical support to coworkers;
- Confers with citizens as required; and
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of experience in cadastral (parcel) mapping, including experience in ArcGIS; or an Associate's degree or technical diploma in surveying, engineering, cartography, or computer science or a related field and three (3) years of experience as described above; or a Bachelor's degree in surveying, engineering, cartography, computer science, or related field and one (1) year 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 3) within the same organization or department.

- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of ArcGIS and ArcEDITOR;
- Knowledge of legal descriptions, surveys, plats, and terminology, title ownership, assessment, and appraisal terminology, aerial photo interpretation, and right of way plans;
- Knowledge of research techniques, methods, and procedures;
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property;
- Knowledge of the Windows and VMS operating systems, the geographical base map, GIS concepts, and functionality;
- Ability to use all the tools in ArcEditor including coordinate geometry (COGO) to perform complex map edits and maintain parcel data and tax district boundaries;
- Ability to use a versioned database using “Workflow Manager” to assign “Arc Jobs” to junior technicians;
- Ability to use technical mathematics (geometry and trigonometry);
- Ability to establish and maintain effective working relationships with the public and other employees.

**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.