



GIS Cadastralist 3

Category: Classified
Pay Grade: C25
Job Code: 20576

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 analytical, technical, and team lead work planning and coordinating the operations in the production and maintenance of maps by a Geographic Information System (GIS) within the Property Appraiser's Office (PAO); performs specialized work requiring advanced technical skills in entering, editing, and correction of data required with the GIS; maintains direct access to the GIS and appraisal systems; supports a wide variety of applications; assists in all the technical tasks associated with the GIS and for the proper performance of subordinates in conducting a variety of technical tasks necessary for the operation of the system.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs all phases of automated mapping, splits, combinations, additions, deletions of parcels, and redrafting and changes on property ownership maps;
- Provides technical support in the analysis and testing of new mapping systems and programs, departmental automation applications, equipment, and user training;
- Enters or retrieves data using ArcGIS and ArcEDITOR;
- Performs tasks involving special maps, entry, and correction of geographical database;
- Performs computer file maintenance, clean-up, and file back-up procedures;
- Leads the work performed by the assigned staff both in development and implementation of system applications;
- Trains new personnel, users, and interested parties in the use of equipment and proper procedures;
- Provides leadership and guidance in the working environment;
- Prepares supplemental documentation manual and procedures for applications, develops departmental automation standards, guidelines, and procedures, and works closely with other departments and county agencies;
- Works closely with other division departments or County agencies to coordinate specialized projects;
- Provides testimony or support at Value Adjustment Board hearings when requested;
- Corresponds and interacts with the general public;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) 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 four (4) years of experience as described above; or a Bachelor's degree in surveying, engineering, cartography, computer science, or 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.
- Possession of the Certified Cadastralist of Florida (CCF) or Cadastral Mapping Specialist (CMS) designation, or completion of course requirements and awaiting the CCF and/or CMS designation or an equivalent certification.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of ArcGIS, ArcEDITOR, and ArcPLTS;
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property;
- Knowledge of cadastral map compilation, including the ability to read and interpret maps, legal descriptions, plats, surveys, aerial photographs, right of way plans, and other tools of assessment work;
- Knowledge of statutes, laws, and regulations affecting appraisal and the theory of value as applied to property;
- Knowledge of legal descriptions, surveys, plats, title ownership, aerial photo interpretation, and right of way plans;
- Knowledge of supervisory principles and techniques and ability to apply same effectively;
- Knowledge of SQL query language, GIS concepts and functionality, and Windows, VMS and Unix operating systems;
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter, and digitizer problems, as needed;
- Ability to analyze complex cadastral problems;
- Ability to develop and update procedure and operational manuals;
- Ability to establish and maintain effective working relationships with the public and other employees;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to lead others and to contribute to the advancement of the state-of-art computer assisted cartography;
- Ability to train and supervise subordinate employees with their technical duties and to encourage and promote teamwork;
- Ability to use technical mathematics (geometry and trigonometry).

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:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **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.

- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.