

GIS SPECIALIST –Caldwell County Appraisal District is accepting applications for a full-time, temporary position. Preferred qualifications include experience in GIS administration or computer mapping. Salary based on experience and qualifications. Submit application to CCAD, 610 San Jacinto St, PO Box 900, Lockhart TX 78644, 512-398-5550 x213. Job application and details available at www.caldwellcad.org EOE
Closed: Open until filled

CALDWELL COUNTY APPRAISAL DISTRICT JOB DESCRIPTION

9-1-1 / GIS SPECIALIST

POSITION SUMMARY/PURPOSE:

Accurately and efficiently update and maintain maps for the Caldwell County Appraisal District. Determine and provide situs addressing for various uses and maintain records relating to situs addressing. Resolve moderately difficult technical and special problems. Work is periodically reviewed by supervisor for accuracy, completeness and adherence to established standards and policies.

DUTIES / RESPONSIBILITIES:

- Responsible to accurately delineate property, boundary, right-of-way, public property, and other property description and boundary changes on map utilizing computer-aided/GIS systems.
- Update map data to Caldwell CAD GIS database; operate and maintain computer-aided mapping and geographic information system.
- Provide public assistance
- Reviews subdivisions plats for approval or recommendations.
- Respond to customer inquiries concerning property locations, tax entity boundaries, and related subjects.
- Assign situs addresses to properties using 9-1-1 guidelines
- Provide assistance, as needed, in quality control of existing and future addressing
- Perform other duties as assigned

SKILLS / ABILITIES:

- To work productively and cooperatively with co-workers and the general public.
- At least one year of relevant GIS/computer-aided drafting or equivalent experience.
- Must have a general knowledge of the purpose, organization, and procedure of the appraisal district office.

- To read and correctly interpret metes and bounds descriptions, plats, and similar documents.
- Experience in computer-aided mapping and geographic information system including working knowledge of ESRI – Arc/Map 10, Arc/Info, and Arc/View.
- Ability to use standardized drafting techniques, trigonometry and descriptive/coordinate geometry.
- To operate computer terminals/personal computers with acceptable accuracy and speed.
- Commitment to teamwork and providing exceptional public

REQUIREMENTS / EXPERIENCE:

High school graduate or GED with at least three years of increasingly responsible experience in GIS Administration, Cartography, or Computer Mapping/Graphics. A strong networking background in computerized mapping, drafting, and surveying is preferred.

(This position specification provides a descriptive list of the range of duties and responsibilities undertaken by employees of the position. It is ***not*** intended or designed to reflect all the duties and responsibilities of the position. Furthermore, this position specification does not constitute an employment agreement between the Caldwell County Appraisal District and the applicant or employee and is subject to change as employer needs and job requirements change.)