

# **GIS TECHNICIAN/ TRANSFER SPECIALIST**

Department: Jones County Tax/Mapping Department  
Salary Grade: 16  
Hiring Range: \$30,538 - \$38,499  
Application deadline: March 12, 2010

## **General Statement of Work**

An employee in this class is responsible for the design and production of land maps using the ESRI ArcGIS software, and for implementing changes in the county's GIS maps following property transactions. Work involves performing technical work in maintaining current and accurate recording of deed transactions in land parcels; preparing and maintaining maps; verifying and researching of public records such as land deeds, wills, and land map plats; interpreting legal information and entering data; entering and accurately verifying information in the county's land records software; and assisting the public with information in a courteous and tactful manner. This individual reports to the Tax Administrator.

## **Specific Duties and Responsibilities**

### **Essential Job Functions:**

Receives and reviews various records and reports including deeds, plats, wills and death certificates.

Ability to refer and interpret policy and procedure manuals, computer manuals, codes, laws, regulations, and other instructional materials.

Performs necessary research at the Clerk of Courts and Register of Deeds in order to transfer property by will or deed.

Prepares technical data derived from plats, splits, merges, recombinations, and subdivisions of parcels and enters this information into the Tax Office software program.

Records accurately data entry of deed transfers to ownership name, pin number, dates, sales prices, history, property address locations, and legal description.

Generates and updates tax owner billing accounts.

Identifies, verifies, and interprets property records on deeds, plats, and tax maps.

Provides assistance to the general public or other County employees in finding and locating property tax record information including and not limited to pin numbers, owner names, and parcel addresses.

Interacts and communicates with various groups and individuals such as attorneys/paralegals, surveyors, appraisers, property owners, employees in other departments, employees in other counties, as well as the general public.

Prints maps and aerial overlays or property tax record cards for the general public from the geographical information system (GIS).

Answers the telephone and Internet inquiries relating but not limited to tax information on maps, ownership, pin numbers, and acreage.

Performs all duties as Review Officer in reviewing all plats before recordation in Register of Deeds.

Coordinate with the Addressing Office the downloading of all physical addresses in the tax system.

Assist vendor in the support and continual operation of the County's GIS website.

**Additional Job Functions:**

Responsible for turnover of all collected mapping fees to County Finance Department.

Performs related duties and assist with other work in the Tax Office as needed.

**Minimum Training and Experience:**

Graduation from a technical school or community college with a degree in drafting, computer science, cartography or a related field. Some experience in one or more of the areas of real estate, surveying, mapping or paralegal preferred; or an equivalent combination of education and experience. Prior training in the use of ESRI ArcGIS software required.

**Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, automated phone systems, calculators, etc. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking and standing to a significant degree. However, if the use of arm and/or

leg controls requires exertion of forces greater than that for sedentary work and the work sits most of the time, the job is rated for light work.

**Data Conception:** Requires the ability to compare an/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or associates.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, deeds, surveys, permits, applications, etc. Requires the ability to prepare correspondence, reports, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions: to interpret an extensive variety of technical instructions in mathematical or diagrammatical form: and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, mapping, and tax terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **Performance Indicators**

**Knowledge of Job:** Has a thorough knowledge of the methods, procedures, and policies of the Tax Administration Department as they pertain to the performance of duties of the GIS Technician/Transfer Specialist. Has knowledge of researching deeds, wills, and other land records and other related duties. Have knowledge of manual and computer-aided methods and a general knowledge of the North Carolina Machinery Act and the county tax policies as applicable to tax listing, assessment and collection of real and personal property taxes. Has thorough knowledge of policies, procedures and practices used for tax purposes. Is able to deal tactfully and courteously with the general public in adjusting complaints and explaining tax laws and policies. Is able to exercise considerable independent judgment in making decisions regarding real property listing matters. Is able to establish and maintain effective working relationships with county department heads, co-workers, county employees, supervisor, etc.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all county departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities.”

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, county policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to county policies and procedures regarding absences and tardiness. Provided adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variance with county policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the county.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and county benefit. Contributes to maintaining high morale among all county employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the county and project a good county image. Tactfully and effectively handles requests, suggestions and complaints from other departments and person in order to maintain good will within the county. Interacts effectively with fellow employees, supervisory personnel, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meeting, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the county and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.