



Office of Human Resources
Assessment GIS Technician II - CV3171
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General Statement of Duties

Performs full performance technical level assessment land record management work involving GIS mapping systems, researching historical documents, and verifying the accuracy of deeds and legal descriptions for the splitting, combining, and recreating of land parcels for the transfer and ownership of property.

Distinguishing Characteristics

The Assessment GIS Technician I is an entry-level classification used to train and develop employees to perform routine land record management work involving the mapping out of legal descriptions for the modification of land parcels and the transfer of property ownership.

The Assessment GIS Technician II is a full performance level classification engaged in routine to complex land record management work involving the mapping out of legal descriptions for the modification of land parcels and the transfer of property ownership.

The Assessment GIS Supervisor is responsible for the supervision of Assessment GIS Technicians and overseeing the assessment land management system.

Essential Duties

Reconfigures parcels of land using GIS mapping system and database, which includes ensuring supporting documents are accurate and plat surveys match, plotting and mapping out legal descriptions to confirm accuracy of deeds, researches records to determine existing boundaries, works with customers regarding document issues, splits, combines, or recreates parcels in system as stipulated by legal description, and sends notice to customer with new parcel identification for records.

Processes deeds and property ownership transfers, which includes simple warranty deed transfers between two parties, and complex deed transfers involving multiple parcels requiring title and land survey research work, determining percentage of ownership, verifying legal descriptions on deeds, ensuring accuracy of documents, notifying customers of issues, updating systems records and customers of ownership transfers.

Uses GIS software to create accurate grid references through coordinate geometry and trace digitization tools, ensures conformity with land surveyor notations and deed legal descriptions, and creates accurate parcel maps to calculate land area for tax parcels within the assessment property management system.

Works with stakeholders both internal and external to the city to verify accuracy of deeds and legal descriptions and other property documents, researches land survey issues and chains-of-title, working with customers regarding property transfer requests, answers technical questions regarding parcel ownership, and prepares customer notices involving issues of property conveyance and records corrections.

Prepares systems reports to audit information and compare files to ensure accuracy and correctness of systems transactions and compare boundaries with tax parcels and districts.

Processes parcel reconfigurations for the state and city, updating special tax district boundaries, creating GIS maps for presentations, entering or deleting property addresses within the database for permit projects, and ensures compliance with state statutes and regulations regarding property conveyance.

Represents the city in property title issues and land ownership litigation hearings.

By position, audits the work of other technicians to ensure accuracy and correctness of property conveyances.

By position, assists with training technicians on GIS software, reading land survey documents, performing chain-of-title research and verification, understanding impacts of resolutions, ordinances, and court orders, and explaining policies and procedures to customers.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of computer systems to be able to perform a variety of duties related to the work assignment.

Knowledge of databases to be able to perform a variety of duties related to the work assignment.

Knowledge of GIS and GIS software to be able to perform a variety of duties related to the work assignment.

Skill in constructing and interpreting maps and grid references.

Level of Supervision Exercised

By position, performs leadwork.

Education Requirement

Bachelor's degree in GIS or land surveying, or related field of study.

Experience Requirement

Three (3) years of assessment GIS mapping experience working with property deed transfers and reconfiguring parcel within the property fabric system.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary Work (0 - 10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-12

FLSA Code: N

Established Date: 9/22/2019

Established By: JH

Revised Date:

Revised By:

Class History: