

GIS CADASTRALIST 1

Job Code	Pay Grade
20572	CL13

Nature of Work

This is the Property Appraiser's Office (PAO) entry level work of routine technical difficulty in the area of cartography and GIS technology to collect and maintain property and cartographic data essential to the compilation of maps and databases used for property appraisal purposes. Work involves entering, editing, and correction of data within the Geographic Information System (GIS), and the use of peripheral software and equipment as required. The incumbent will have limited access to the internal system operation and will be under complete supervision throughout each phase of production. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- 4 years of experience in cadastral (parcel) mapping, or in supporting geographic information systems by producing graphics, mapping or related support ; or
- Associate's degree or technical diploma in surveying, engineering, cartography, or computer science or a related field and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Reads and interprets simple lot/block and metes and bounds descriptions.
- Conducts limited abstract searches and assists in the preparation of proper legal descriptions of the various parcels involved using information technology.
- Performs the splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Uses ArcEditor to perform simple map edits and maintain parcel data and tax district boundaries.
- Furnishes basic information concerning property descriptions to citizen inquiries.
- Checks records for possible errors and brings same to attention of supervisor.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Ability to locate legal descriptions on various legal documents including plats and surveys.
- Ability to read and interpret the meaning and intent of simple recorded documents such that the correct owner(s) are listed on the tax roll.
- Ability to use geometry and trigonometry.
- Understands the different types of recorded instruments that transfer real property and how they affect title and property rights.
- Ability to map simple metes and bounds descriptions, and split and combine tax parcels using lot and block descriptions.
- Understands the Public Land Survey System as it relates to real property in Florida
- Understands a versioned database using "Workflow Manager".

For official use only

Created	EEOC Code	Overtime Code
4/14		Classified