

GIS CADASTRALIST 2

Job Code	Pay Grade
20574	CL15

Nature of Work

This is the Property Appraiser's Office (PAO) technical work in the area of cartography and GIS technology supporting the operations that are required in the production and maintenance of maps and collection/maintenance of property data within the Geographic Information System (GIS). Work involves technical skills in the entering, editing, and correcting of map attribute data required with GIS and peripheral equipment and software as required. The incumbent has direct access to the GIS and appraisal systems and supports a wide variety of applications with more independence than is exercised at the GIS Cadastralist 1 level. Work involves the application and interpretation of varied and involved procedures and techniques and frequent use of independent judgment in accordance with established policies, rules and laws. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years of experience in cadastral (parcel) mapping, including experience in ArcGIS; or
- Associate's degree or technical diploma in surveying, engineering, cartography, or computer science or a related field and 3 years experience as described above; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field and 1 year experience as described above; or
- An equivalent combination of training, education, 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 3) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Conducts abstract searches and prepares proper legal descriptions of parcels using information technology.
- Performs splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Enters geographic data into computer by use of ArcGIS and ArcEDITOR.
- Searches records and source material from title companies, court records, county engineer's office or other offices where similar materials or records are on file.
- Recommends adjustments to property records to director.
- Performs computer file maintenance of mapping directories.
- May lead subordinate clerical and technical staff as part of projects.
- Confers with citizens as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of ArcGIS and ArcEDITOR.
- Knowledge of legal descriptions, surveys, plats and terminology, title ownership, assessment and appraisal terminology, aerial photo interpretation and right of way plans.
- Knowledge of research techniques, methods and procedures.

GIS CADASTRALIST 2 (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of the Windows and VMS operating systems, the geographical base map, GIS concepts and functionality.
- Ability to use all the tools in ArcEditor including coordinate geometry (COGO) to perform complex map edits and maintain parcel data and tax district boundaries.
- Understands a versioned database using “Workflow Manager” to assign “Arc Jobs” to junior technicians.
- Ability to use technical mathematics (geometry and trigonometry).
- Ability to establish and maintain effective working relationships with the public and other employees.

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Created	EEOC Code	Overtime Code
4/14		Classified