

GIS CADASTRALIST 3

Job Code	Pay Grade
20576	CL17

Nature of Work

This is analytical, technical and team lead work planning and coordinating the operations in the production and maintenance of maps by a Geographic Information System (GIS) within the Property Appraiser's Office (PAO). The incumbent performs specialized work requiring advanced technical skills in entering, editing, and correction of data required with the GIS. The incumbent has direct access to the GIS and appraisal systems and supports a wide variety of applications. The incumbent assists in all the technical tasks associated with the GIS and for the proper performance of subordinates in conducting a variety of technical tasks necessary for the operation of the system. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 6 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 4 years experience as described above; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field and 2 years experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Possession of the Certified Cadastralist of Florida (CCF) or Cadastral Mapping Specialist (CMS) designation, or completion of course requirements and awaiting the CCF and/or CMS designation or an equivalent certification.
- 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs all phases of automated mapping, splits, combinations, additions, deletions of parcels, and redrafting and changes on property ownership maps.
- Provides technical support in the analysis and testing of new mapping systems and programs, departmental automation applications, equipment and user training.
- Enters or retrieves data using ArcGIS and ArcEDITOR.
- Performs tasks involving special maps, entry and correction of geographical database.
- Performs computer file maintenance, clean-up, and file back-up procedures.
- Leads the work performed by the assigned staff both in development and implementation of system applications.
- Trains new personnel, users and interested parties in the use of equipment and proper procedures.
- Provides leadership and guidance in the working environment.
- Prepares supplemental documentation manual and procedures for applications; develops departmental automation standards, guidelines and procedures; works closely with other departments and county agencies.
- Works closely with other division departments or county agencies to coordinate specialized projects.
- Provides testimony or support at Value Adjustment Board hearings when requested.
- Performs related work as assigned or required.

GIS CADASTRALIST 3 (continued)

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Knowledge, Skills, and Abilities

- Knowledge of ArcGIS, ArcEDITOR and ArcPLTS.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of cadastral map compilation, including the ability to read and interpret maps, legal descriptions, plats, surveys, aerial photographs, right of way plans and other tools of assessment work.
- Knowledge of statutes, laws and regulations affecting appraisal and the theory of value as applied to property.
- Knowledge of legal descriptions, surveys, plats, title ownership, aerial photo interpretation and right of way plans.
- Knowledge of supervisory principles and techniques and ability to apply same effectively.
- Knowledge of SQL query language, GIS concepts and functionality and Windows, VMS and Unix operating systems.
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter and digitizer problems, as needed.
- Ability to analyze complex cadastral problems.
- Ability to develop and update procedure and operational manuals.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to lead others and to contribute to the advancement of the state-of-art computer assisted cartography.
- Ability to train and supervise subordinate employees with their technical duties and to encourage and promote teamwork.
- Ability to use technical mathematics (geometry and trigonometry).

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Created	EEOC Code	Overtime Code
4/14		Classified