David A. Williams, CFA

DeSoto County Property Appraiser
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MEMBER
International Association
of Assessing Officers

Property Appraisers
Association of Florida

GIS Technician

Description

Department: GIS & Cadastral Services
Reports To: Property Appraiser & Chief Deputy
Salary: Negotiable

GENERAL DESCRIPTION OF POSITION

Under the general direction of the Property Appraiser & direct supervision of Chief Deputy, performs skilled technical cadastral work including specialized property Transactions, research and analysis. Tasks involve a high degree of responsibility and independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts research, validates and compiles all pertinent data from the DeSoto County public record pursuant to recorded legal instruments as well as from discovered/ submitted unrecorded legal instruments in order to maintain or create the Property Appraiser's Official assessment maps and tax roll.
2. Maintains or creates the official assessment maps, supporting associative maps and tax roll through the utilization of coordinate geometry (COGO) software, manual drafting techniques and the computer aided mass appraisal (CAMA) system.
3. Provides assistance to all PAO staff, attorneys, title companies, the public, the private sector and various governmental agencies in reference to metes & bounds property identification, metes & bounds splits, lot & block splits, property size/boundary research, and property title research as it relates to the accuracy of the tax roll and the Property Appraiser's official assessment maps.
4. Troubleshoots and provides applicable notification when errors are discovered within legal instruments in an effort to resolve and avoid transferring such errors into the tax roll and maps.
5. Provides assistance with map and data sales, performs customer research, and creates custom maps or exhibits as directed. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

An Associate of Science degree or equivalent 2 years of formal training or greater from an accredited college or university in one or more of the following: geography, GIS, engineering, computer aided drafting or a closely related field, plus 2 years related experience and/or training, or equivalent combination of education and experience.

REPONSIBILTY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND
Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of highly complex machines and equipment; specialized or advanced software programs, including, but not limited to: ESRI's Arc Editor, Arc catalog, MS Access; MS Excel & SQL writing.

ACCURANCY
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further error, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Florida Driver's Licenses

PREFERRED CERTICATES, LICENSES, REGISTRATIONS
Five (5) years of experience in cadastral mapping related work, with a minimum of five (5) years utilizing computers and computer applications, and a minimum four (4) years of experience in working with and using the Property Appraiser's records, maps, and archives.

One or more of the following designations is desirable at hire: Certified Cadastralist of Florida (CCF), Certified Cadastral Mapper (CCM), Certified Master Cadastralist of Florida (MCF), Certified Florida Evaluator (CFE), and Certified Geographic Information Systems Professional (GISP).

If not in possession at hire, successful completion of the Certified Cadastralist of Florida (CCF) training program and receipt of the CCF designation is required within a reasonable period.

SOFTWARE SKILLS REQUIRED
Intermediate: Alphanumeric Data Entry, Database, Word Processing Typing

PHYSICAL ACTIVITES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to stand, sit, use hands to finger, handle or feel, reach with hands and arms, talk or hear; frequently required to walk; and the employee must occasionally lift and/or move up to 50 pounds, regularly lift and/or move up to 25 pounds, continuously lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

- Make application with the Property Appraiser's office. Do NOT submit Resume in lieu of application.

- Copies of Degrees, Diplomas, Licenses & Certifications should accompany the application.