



DEPUTY ASSESSOR – GIS SPECIALIST JOB DESCRIPTION

Job Title: Deputy Assessor GIS Specialist

Job Code: AS120

Pay Grade: 22

Effective Date: August 2020

FLSA: Non-Exempt

Revision Date: August 2020

NATURE OF WORK

Under general supervision, updates, compiles, analyzes, and performs a variety of technical functions involving the development of maps and related digital spatial data products for the Lewis County Assessor's Office; updates and maintains the County's Geographic Information System (GIS) parcel layer information; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Analyzes component layers and structure of multi-layered digital spatial GIS data sets, primarily the County's GIS parcel layer information; programs application modifications and enhancements to manipulate, integrate, and compile data to address new project needs.
- Updates, modifies, and/or corrects and maintains GIS parcel layer information according to office policies and procedures; assists in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS.
- Compiles, organizes, manipulates, analyzes, and documents geographic data; researches and interprets legal documents, survey data, source maps, photographs, automated mapping products, and other records; applies such and related information to the GIS parcel layer.
- Determines the accuracy of legal descriptions and the necessity of segregations and/or other specific property transaction changes including large lot subdivisions, short plats, and boundary line adjustments.
- Develops and maintains GIS parcel layer metadata; updates the digital data layers and creates corresponding maps; compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; builds topology, enters data attributes, checks for errors, and verifies accuracy; makes required corrections; edits and refines GIS data, and updates database; performs quality control checks to ensure integrity of GIS data and applications.
- Edits, maintains, updates, and verifies the accuracy of the Assessor's Office mapping data and computerized files; processes and inputs annexation and segregation data into the GIS database.
- Maintains the accuracy of land title records, performs record modifications, researches, identifies, and corrects data errors as required.
- Provides expertise regarding real estate transfers, title acquisition methods, financial and non-financial encumbrances, land area computation, property tax rules, and methods of establishing legal chain of title.
- Updates and maintains tax code area maps as required by the State.
- Trains staff in the use of GIS mapping software and assists others with special projects; provides assistance to staff, clients, and the general public in obtaining information; researches and compiles materials and maps.
- Responds to mapping inquiries and assists the public in researching ownership, boundary, and/or assessment information.
- Produces digital copies of County data as requested; responds to requests for information; provides technical information to citizens and County staff as authorized.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Geography, Engineering, Computer Science, or a closely related field; AND four (4) year's experience as a GIS Analyst with GIS maintenance experience.

A valid Driver's License is required. Environmental Systems Research Institute, Inc. (ESRI) professional certifications are preferred; additional technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles of land planning, surveying, mapping, global positioning systems, and usage of aerial photography and remote imaging sensor technologies and data products.
- Theory, principles and practices of geographic information system software, including multifaceted computerized data compilation techniques, ESRI database management systems, graphics applications and overlays, and complex spatial models for computer analysis.
- U.S. Geological Survey (USGS) topographic maps and other cartographic data products, and County geospatial integration practices and standards.
- Database systems integration, quality assurance procedures, and documentation of data sets.
- Hardware and software troubleshooting techniques relative to GIS mapping functions.
- Legal descriptions, recorded documents, and conveyance instruments.
- Assessment principles and processes.
- Customer service standards and protocols.

Skills in:

- Using GIS - ESRI software suite programs
- Coordinating and performing a variety of technical mapping functions..
- Performing accurate data entry.
- Maintaining and updating County maps and GIS parcel layer information, and identifying and reconciling errors.
- Reading, understanding, developing, manipulating, and analyzing geographic information in a variety of data formats and projections.
- Interpreting recorded documents and determining the accuracy of legal descriptions.
- Designing and producing elegant maps and complex cartographic products.
- Understanding and working with data from multiple public and private sources.
- Compilation, analysis, and presentation of technical and statistical information in reports and maps.
- Interpreting technical instructions and analyzing complex variables.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Establishing and maintaining effective working relationships with co-workers, outside agencies, and the general public.

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- Responding to mapping inquiries and providing customer service to the public.
- Communicating effectively verbally and in writing.