



CARTOGRAPHER/GIS TECHNICIAN 1

Classification : 321
FLSA: Non-Exempt
EEOC: 03

GENERAL STATEMENT OF DUTIES:

This is the entry/journey level class within the Cartographer/GIS Technician series. Positions at this level perform a variety of cartographic tasks of limited complexity including; revising maps and other exhibits; updating existing maps; maintaining records using computer and hardcopy documentation; providing support to other technicians and clerk staff within the office; and other work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the GIS/Cartographic Supervisor and under the more specialized supervision of the Cartographer/GIS Technician or the GIS Analyst of a higher grade, who makes assignments and reviews work assignments for conformance to office policies, procedures, and mapping standards.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this class.

DISTINGUISHING CHARACTERISTICS:

Cartographer/GIS Technicians revise existing maps and records as a result of property changes, right-of-way changes, annexations, sub-divisions, partition plats or other revisions submitted through legal documentation methods. Cartographer/GIS Technician 1 is the entry level class in this series. It is distinguished from the higher level Cartographer/GIS Technician 2 class, which operates with more independence and performs more difficult and complex cadastral mapping work. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

1. Updates cadastral maps, adds resource data to maps, revises maps to reflect property divisions, produces computer-generated maps, updates GIS data base under the direction of Cartographer/GIS Technician of a higher grade.
2. Prepares segregations, combinations, subdivisions and partitions of property from various legal documents such as right-of-way deeds, property deeds, recording easements, surveys, plats, road plans and title transfer instruments. Computes new parcel acres, assigns new tax lots and property I.D. numbers, and plots updated maps.
3. Performs research to determine ownership and updates records as necessary. Resolves deed description and survey conflicts.

4. Assists the public and other staff by answering questions concerning property boundaries, acreage figures, recent map changes and locations of physical features.
5. Uses a variety of office and GIS software to complete the work including MS Office products and ESRI products such as ArcInfo and/or ArcGIS.
6. Operates UNIX and Windows based Workstations/PC's using ESRI software products as editing tools. Operates large format printers/plotters to produce hardcopy mapping products.
7. Performs other duties as assigned.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILLS AND ABILITY:**

Working knowledge of terminology, symbols and principles used in computer mapping; ability to apply the basic principles of algebra, geometry and trigonometry as used in computer mapping; ability to interpret property descriptions and survey data to research and maintain cadastral maps; ability to work from oral and written instructions; knowledge of ESRI and GIS products such as Arc/INFO or ArcGIS or other GIS/CAD type software systems; ability to write legibly; ability to communicate effectively; ability to maintain effective working relationships with other employees and the general public.

EXPERIENCE AND TRAINING:

1. Associate's Degree or Certificate in GIS Studies OR college-level coursework in cartography, computer drafting, geography or a closely related field; AND
2. Preferably one year experience with GIS software (ERSI products such as ArcView, ArcInfo, ArcGIS, etc; OR other GIS/CAD software systems; OR
3. Any satisfactory equivalent combination of education, experience and training that demonstrates possession of the required knowledge and skills.

Revised: 5/81, 5/87, 10/89, 5/95, 3/99, 11/03, 5/05

MR: 5/05