

Champaign County Job Description

Job Title: Geographic Information System (GIS) Mapping Technician

Department: GIS

Reports to: GIS Director

FLSA Status: Non-Exempt

Grade/Range: F*

Prepared Date: March, 2013

SUMMARY This position will involve interaction with GIS Consortium members, clients and the general public and is responsible to complete assigned GIS tasks.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Completes assigned GIS maintenance and quality control tasks.

Interprets and researches land boundaries from legal descriptions, plat surveys, and deeds.

Procures office supplies and maintains inventory.

Fulfills data orders and general map requests.

Answers and screens telephone calls for all office staff, takes and relays messages, responds to routine telephone inquiries; forwards calls to appropriate party.

Performs related work as assigned.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

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

EDUCATIONS and/or EXPERIENCE Associate's degree, GIS certificate, or equivalent on-the-job experience. At least three years' experience with interpretation and research of property legal descriptions, the Public Land Survey System, and parcel mapping in a GIS environment.

LANGUAGE SKILLS Ability to read, analyze, and interpret maps, GIS technical procedures, legal descriptions and/or governmental regulations. Ability to write reports and business correspondence.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS To perform this job successfully, an individual should have knowledge of ESRI GIS edit, topology, query and annotation tools; as well as Microsoft Office Suite software.

CERTIFICATES, LICENSES and REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, ability to adjust focus, and ability to distinguish between colors.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.