

GIS TECHNICIAN I

JOB PURPOSE AND SUMMARY

Performs technical functions necessary to create and maintain the Geographic Information System (GIS) data base. Responsibilities include: interpreting and researching legal documents and applying this information to the maintenance of the parcel layer; digitizing cartographic data; entering demographic and geographic data into the data base; preparing maps according to specified criteria; assisting the public with requests for mapping products and other information.

CLASSIFICATION DISTINCTIONS

This is entry level work in Geographic Information Systems. Incumbents work with supervision readily available on tasks of a recurring nature. The classification is considered as the trainee level in a job family. Incumbents are expected to learn and accomplish tasks of increasing complexity as they progress to the next level. Knowledge of cadastral principles are essential to the work. Assignments within the classification may involve specialization in one area or another, such as responsibility for the maintenance of parcel layer data, or street name data.

The GIS Technician I is distinguished from the second level in the complexity and variety of tasks. The first level is focused on data maintenance and entry and on learning how to write programs for the production of mapping products. Achievement of the second level would be appropriate when the incumbent is able to independently write a variety of complex programs.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Review and prepare map and geographic record materials for entry into the GIS data base; enter data into the system.
- Research and accomplish land transactions entering parcel change information into the system; investigate property history, interpret legal descriptions; using the system, calculate acreage and square footage.
- Digitize mapping information in order to update and maintain mapping layers; verify digitized data for accuracy; learn the implications of adjustments to the various layers given legal property descriptions.
- Assist employees and the general public with requests for maps and information about ownership and legal parcels.
- Review proposed plats and subdivisions; communicate with the Treasurer's Office of parcels and their values for collection of advance taxes.

- Following routine procedures generate and print maps according to specifications; train in the methods of writing programs for the generation of more complex products.

QUALIFICATIONS

Education and Experience:

- Two years or equivalent of post secondary education or training in computer aided drafting or mapping, geometry or a related field. and one to two years of mapping, cartographic, land segregation, or drafting experience, preferably with computer mapping experience.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of legal descriptions pertaining to land ownership; research methods to determine right of way and ownership history; principles of geographic mapping and cartography; computer aided mapping and/or drafting equipment; mathematics, statistics and spatial data analysis.

Ability to operate and use various computers and computer aided devices such as Unix work stations, PC's, digitizers and plotters; distinguish gradations of color; interpret legal documents and translate legal descriptions into the data base; understand and respond to mapping requests from the public; read, understand and work with a variety of mapping data; establish and maintain working relationships with employees and the public.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting. Work involves the use of a variety of computer tools necessitating extended periods of time working at color VDT's and color plotting equipment.

Essential tasks include use of the telephone and considerable face to face interaction with others, the use of personal and other computer equipment and software, the ability to distinguish gradations of color.