SCOTT COUNTY (IA)
Human Resources Department
Administrative Center, 600 W. 4th St.
Davenport, IA 52801-1030

http://www.scottcountyiowa.com/hr/

INVITES APPLICATIONS FOR THE POSITION OF:
GIS Parcel Technician

An Equal Opportunity Employer

SALARY
$23.86 - $32.90 Hourly $49,628.80 - $68,432.00 Annually

OPENING DATE: 10/03/21

CLOSING DATE: 10/18/21

THE POSITION

Under general supervision, the GIS Parcel Technician manages, analyzes, and maintains GIS cadastral data and mapping and supports Elections staff with technology and equipment items.

JOB RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Manages, analyzes, and maintains the GIS cadastral by mapping subdivisions, surveys, and editing existing parcels.

Researches recorded deeds, contracts and other property conveyances using platbooks, deed and transfer books, tax systems, and other historical records.

Verifies documents to confirm legal descriptions for completeness and accuracy as well as ensure correct ownership interests; verifies accuracy of ownership and legal descriptions in tax system.

Assists with data entry for deed transfers and assist customers with plat room requests; enters and updates property transfer information into digital transfer book records (Tax System).

Assists and supports election staff with technology and equipment troubleshooting.

Assists the public with phone and counter inquiries regarding property taxes, ownership information, legal descriptions, and assessed values information; assists the public and attorneys with inquires and research with books and Tax Systems.

Prepares affidavits for name changes due to marriage, divorce, and surviving spouse.

Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.

Performs related duties as assigned.

STANDARDS FOR INITIAL CONSIDERATION

Education, Training, and Experience Guidelines:
Bachelor's degree in Geography, Management Information Systems or related field including coursework in GIS, surveying, CAD and cartography; AND two (2) years of previous GIS or database maintenance experience; OR an equivalent combination of education, training, and experience.

Knowledge of:
GIS/ESRI principles.

Mapping methods, techniques, equipment, and software including ArcMap, ArcPro, and ArcGIS Parcel Fabric.

Methods of troubleshooting GIS and mapping programs.

Legal documents related to real estate transactions.

Applicable local, State, and Federal laws, codes, regulations, and ordinances.

Records maintenance and retention policies, procedures, and practices.

Skill in:
Analyzing geographic and numerical data.

Providing technical training and information to audiences of varying size and skill level.

Reading and interpreting legal descriptions and land surveys.

Troubleshooting and maintaining database programs and equipment.

Establishing and maintaining cooperative working relationships.

Communicating effectively verbally and in writing.

SUPPLEMENTAL INFORMATION

License and Certification Requirements
Must possess a valid driver's license.

Physical Demands and Working Environment:
Work is performed in a standard office environment, warehouse environment, and at various polling locations. May be required to lift and move objects weighing up to 30 pounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.scottcountyiowa.com/hr/
OR
Administrative Center, 600 W. 4th St.
Davenport, IA 52801-1030

EXAM #01300
GIS PARCEL TECHNICIAN
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