



**Tom Van Buer,
County Assessor**

July 9, 2019

GIS Technician/Office Assistant

The County Assessor's Office seeks a fulltime (37.5 hours per week) GIS Technician/Office Assistant, under supervision, performs tasks requiring judgment to prepare and update digital maps and their associated databases within and using the Johnson County Geographic Information System (GIS). Performs specialized property records and tax assessment work; reviews and processes the transfer of deeds and other real estate documents. Provides general office clerical support assisting customers, answering phones, filing, entering data, and performing related office tasks.

High school graduate or equivalent AND at least two (2) years of job related GIS experience or college coursework OR any equivalent combination of education and experience which provides the knowledge, skills, and abilities necessary to perform the work.

Special requirements: Must pass background check. Valid driver's license and insurable under county liability coverage. May also require use of private vehicle for official business.

Starting pay: \$45,337-\$54,562 annual salary plus outstanding benefits package.
To apply and learn more about this position please visit our website at www.johnson-county.com Applications are accepted until 11:59 PM Tuesday, July 30.

Resume and cover letter required.

AA/EEO