



Human Resources Department

Real Estate/Geographic Information System (GIS) Specialist

The Johnson County Auditor's Office is seeking a full time Real Estate/ GIS Specialist. This position will maintain departmental real estate records which include electronic and hard file records, property split records, and GIS maps. Process split of real estate records and update said records as changes or corrections occur. Reconcile changes in assessed value on the real estate system and generate accurate reports as required. Verify changes to real estate records for accuracy and compliance to legal requirements and office procedure. Produce and create routine and specialized GIS maps as needed. Respond to telephone or counter inquiries relating to property records. Assist with the property appraisal process.

Minimum requirements: Associate's degree in GIS, geography, engineering, or related field AND two years of experience in an office environment; OR any equivalent combination of education and experience which provides the required knowledge and abilities.

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

Starting pay is \$50,000 - \$70,000 commensurate to experience, plus outstanding benefits package. To learn more about the Real Estate/ GIS Specialist position and apply, please visit our website, www.johnsoncountyiowa.gov. This position is open until filled.

Resume must be attached to online application.

AA/EOE