



## Appraisal GIS Technician Tax Assessor

TA/5 - 238

### JOB SUMMARY

This position is responsible for maintaining the GIS database for Fayette County, for performing technical duties in the process of ownership transfers, and for assisting the public.

### MAJOR DUTIES

1. Gathers digital files and plats to input into digital mapping system.
2. Prepares and performs maintenance on all GIS data.
3. Uses GIS software to edit GIS graphics layers; updates attribute databases; conducts land research; rectifies data errors.
4. Creates hard copy maps from recorded plats assigning new parcel numbers and entering new parcel numbers.
5. Researches deeds to identify land splits.
6. Assists the office staff with identification of parcels from deeds.
7. Assists field office with location of new structures from building permits.
8. Analyzes and prints soil maps for the completion of conservation use techniques.
9. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of CAD/GIS software and methods for updating graphics databases.
2. Knowledge of real property records such as plats, deeds, and legal descriptions.
3. Skill in operating CAD/GIS related peripherals.
4. Skill in researching and resolving land records.
5. Skill in public and interpersonal relations.
6. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Deputy Chief Appraiser assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include zoning laws, housing setbacks, and floodplain setbacks. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied related duties in the management of GIS data. The volume of work contributes to the complexity of the position.
- The purpose of this position is to manage the county's GIS database, perform technical and administrative duties in processing ownerships transfers, and assist the public. Success in this position contributes to the accuracy of geographic data.

### CONTACTS

- Contacts are typically with members of the general public, other county employees, surveyors, deed researchers, and lawyers.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain Appraiser I certification issued by the State of Georgia Department of Revenue.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser I as mandated by the Georgia Department of Revenue.