

**POSITION DESCRIPTION
LAND INFORMATION DEPARTMENT
GIS SPECIALIST –PROPERTY RECORDS**

Position Title: GIS Specialist –Property Records
Date: July 2000

Department: Land Information
Reports To: Director of Land Information

Purpose of Position

The purpose of the position is to adapt, prepare, analyze and maintain Geographical Information Systems (GIS) data as it relates to Columbia County land records parcel base maps for assessment purposes and to integrate this information into the County GIS database. This position is under the general supervision of the Land Information Director.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks assigned other than those stated on this description.

Essential Duties and Responsibilities

- Adapt, prepare, analyze and maintain the County tax parcel and base maps using the County's GIS software.
- Assists in development of County's GIS using ARC/INFO and Arcview software.
- Assists County staff in the use of the above named systems.
- Prepare data and participate in the process of integrating the Land Records Data into the County GIS as prescribed by the Land Records Modernization Plan.
- Assists general public in obtaining requests for land records data and information including preparation of plots and/or digital data compact discs.
- Participate in the process of creating complete and well-developed GIS databases to be used for the purposes of tax parcel assessment. Land records data used for assessment purposes should be integrated into the County's GIS from a variety of sources including deeds and other legal documents filed in the Register of Deeds such as Certified Surveys, Subdivision Surveys, Condo Plats, and data from the Land Information Department including Plat of Surveys, Mortgage Inspections, Surveyor's Tie Sheet, and the Public Land Survey System (either Global Positioning System Based or 1:24,000 Scale data).
- Act as the Land Information Department's liaison with the County municipalities in the understanding of the methodologies of creating of tax parcels for assessment purposes and in the process of working together to create accurate parcel maps.
- Documentation of GIS projects, procedures, techniques, and methodologies to be used in creating Federal Geographic Data Committee compliant metadata and data dictionaries.
- Perform administrative duties as directed.
- Assists in the implementation of the County land records modernization plan.
- Attends conferences and training sessions related to assigned functions.

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Knowledge, Skills and Abilities

- Knowledge of Windows operating system, Microsoft Office, electronic mail and basic Internet skills.
- Ability to read complex legal descriptions from a variety of sources including deeds and other legal documents filed in the Register of Deeds such as Certified Surveys, Subdivision Surveys, Condo Plats, and data from the Land Information Department including Plat of Surveys, Mortgage Inspections, and Surveyor's Tie Sheet.
- Knowledge of GIS methodologies and procedures for input and adjustment of complex legal descriptions into an existing tax parcel base referenced either to the 1:24,000 Scale or Global Positioning System Public Land Survey System.
- Advanced knowledge of data input, processing, output, and development of applications into the County's GIS software.
- Knowledge of coordinate systems and standard mapping principles including cartographic design.
- Knowledge of surveying principles and practices as it relates to tax parcel maintenance and legal descriptions.
- Advanced working knowledge and ability to use the County GIS software (ARC/INFO, ArcView).
- Advanced knowledge of Windows NT 4.0 operating platform and Microsoft Office Suite products including Word, Excel, and Access. Ability to integrate Microsoft Office Products into the County's GIS software using SQL connections to establish a connection to a database server and give an SQL query to retrieve records from the database.
- Ability to apply and interpret algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise good judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Understanding of complex GIS data sets and business needs as they relate to Land Records and the Land Information Department.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to organize and/or participate in projects relating to GIS that are multi-departmental and/or with outside Government Agencies, Private Companies, and/or the University system
- Possess valid Wisconsin Drivers license
- Maintain automobile liability insurance

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Geography, Cartography or related field, GIS training, one or two years GIS/automated mapping experience, or any combination of education and experience that provides the equivalent knowledge, skills and experiences.
- Two years experience working with Arc/Info and ArcView.

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Language Ability and Interpersonal Communication

- Ability to utilize a variety of advisory data and information such as surveys, maps, land information records, grant applications, County Land Records Modernization Plan, reports, software operating manuals, technical operating manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with attorneys, the general public, assessors, abstractors, realtors, utility company representative and municipal clerks.
- Ability to analyze data and information using established criteria to determine consequences and to identify and select alternative methodologies.
- Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information.
- Ability to classify, compute, tabulate and categorize data.
- Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations

Physical Requirements

- Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors and shapes associated with job-related objects, materials, and tasks.
- Ability to operate equipment and machinery such computer terminals, map plotters, printers, calculators, photocopiers, and engineering copiers.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.