



**2023 Saline County
Assessor GIS Real Estate Analyst
Job Description**

Exempt: No
Department: Assessor GIS
Reports To: Assessor GIS/Flood Plain Admin
Location: Assessor's GIS Office
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

This position involves assisting in organizing, building, maintenance and monitoring the geographical information system and GIS database layers and relational database information for the county, including CAMA. Work includes developing and providing maps, reports, presentations and ownership maintenance records of all real property located in the county to officials and customers with any questions regarding real property using various software packages.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Must be able to read AND comprehend legal descriptions. Performed in every other duty listed, daily. This duty is performed daily.
2. Pull deeds using Laredo software filed the previous day in Circuit Clerk's office. Sort deeds by city, urban or metes & bounds. Keep record count pulled and worked each day. This duty is performed daily.
3. Work problem deeds by detailed research using Laredo software and other means and assist GIS researcher. This duty is performed daily.
4. Change ownership of parcels or correct values by working change forms. This duty is performed daily.
5. Combine/split parcels per ACD requirements and have the ability to edit/draw parcel data per legal descriptions in EDGE software. This duty is performed daily.
6. Contact with owners, title companies, attorneys, etc. This duty is performed as needed.
7. Mark all parcel card copies with appropriate changes as needed for data entry. This duty is performed daily.
8. Review data entry and proof for corrections. This duty is performed daily.
9. Rural (metes & bounds) deeds are read and drawn using EDGE software to verify polygon/parcel information for accuracy. This duty is performed daily.
10. Split parcels as required by legal descriptions and add to parcel layer in EDGE and verify parcel information/polygon for accuracy. This duty is performed daily.
11. Ability to create digital and hard copy maps for other government officials, offices and public using ArcMap software and EDGE software. This duty is performed daily.
12. Assist taxpayers by phone, walk-ins and with public access computer terminals with questions regarding ownership records, tax estimates or improvements on parcels. This duty is performed daily.

13. Assist with extensive road maintenance/drawing. This duty is performed daily.
14. Assist title researchers on phone as well as in office with ownership location and taxpayer information. This duty is performed daily.
15. Assist other county departments with voter registration, school district locations, precincts, etc. This duty is performed daily.
16. Ability to draw building footprints per CAMA list. This duty is performed weekly.
17. Verify parcel information already drawn for accuracy. This duty is performed daily.
18. Edit geo database layers per splits/combines, redistricting, annexations, etc. This duty is performed daily.
19. Research for taxpayers who have questions regarding ownership or valuation of their property prior to Equalization Board. This duty is performed monthly.
20. Collect information from taxpayers and GIS mapping systems for improvements to ensure correct parcel number accountability. This duty is performed daily.
21. Help with verification of year end data entry information by proofing year end or quarterly reports. This duty is performed as needed.
22. Assist with data verification for census bureau. This duty is performed as needed.
23. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma or equivalent

EDGE/Laredo/ ArcMap 10.8 & CAMA (training available onsite, completion required)

IAAO Certification of Level 2 - minimum

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

IAAO Level 4

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee

encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to walk, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Employees should possess the ability to work well within a group atmosphere and be an excellent team player.

The duties listed intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All positions within the Assessor's Office are assigned by the Assessor or a designated representative and are subject to be changed when deemed in the best interest of the Office. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

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