

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

GIS TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this job is to perform the technical work functions associated with adding property to assessment maps and providing general support within the Property Assessor Department. Duties and responsibilities include adding new parcels of land to assessment maps; preparing appraisal cards on each parcel; adding/correcting street and highway information; entering map changes into the Geography Information System (GIS) and CAAS Appraisal system; providing customer service to the general public; researching information; copying and distributing documents; filing documents and maintaining records, answering the telephone, providing information and relaying messages, and performing other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prepares appraisal cards which include information pertaining to ownership, property, identification/description, deed information, land grades, etc, on each parcel for addition to yearly tax assessment roll, and corrects information pertaining to highway plans, city limits and private surveys on appraisal cards

Ensure that county information matches records of all adjoining counties

Enter all map changes into GIS System and CAAS System, record map change information with Register of Deed's Office

Modifies and updates existing planimetric mapping and appraisal cards

Creates and modifies parcel information, including graphical and tabular data

Performs customer service functions; provides information and assistance regarding county properties, mapping issues, applicable laws and law changes, etc; initiates problem resolution

Performs research functions, resolves discrepancies in information

Processes greenbelt program applications, certification and releases; initiates rollback tax calculations; corrects records; forwards documentation as appropriate

Sends orders to Trustee for pickup of all rollback taxes

Translates sales map and land appraisal information; maintains/translates old maps and records

Interprets and enters blueprints, plats and surveys for office and public into GIS System

Interprets and applies state and local laws pertaining to office use

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Assists with title searches; provides information and property descriptions for tax sales

Interprets deeds, trust deeds and legal documents for office use

Provides new map and parcel numbers to public

Operates a GIS computer to research and/or update database information; uses knowledge of various software programs to operate a computer in an effective and efficient manner

Operates planimeter

Maintains subdivision and street list/indexes

Compiles street addresses from GIS and planning commissions for CAAS System

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, maps and other documents via computer and/or typewriter

Responds to routine requests for information from officials, employees, the public and/or other individuals

Coordinates new information with all planning departments and building codes departments and Emergency management offices through GIS System and interoffice meetings

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

Provides quality control on data across agencies in a timely manner

Provides information and technical assistance to users regarding GIS and other related issues; assists other agencies with interpretation of maintained GIS data

ADDITIONAL FUNCTIONS

Performs other related duties as required

MINIMUM TRAINING AND QUALIFICATIONS

High school diploma (or equivalent) required. A current Tennessee Certificate of Appointment Level II Certification and approximately 2 years training on computerized GIS program is required. A Vocational/Technical school diploma in Geography, Information Systems, Data Processing, or Computer Operations, specialized courses in mapping and property assessment, with one to two years of experience in mapping and compiling/maintaining property records in a tax assessment office (or related field) is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

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Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to perform basic algebraic and geometric principles; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; ability to perform measurement conversion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date