



SENIOR GIS CADASTRALIST / ANALYST

Date Available: Anticipated vacancy August 1, 2018

Department: Technology & GIS Mapping

FLSA Status: Non-Exempt

Classification: Full-Time 37.5 hours per week

Position Number: TBD

Rate of Pay: Pay Grade 3. Range \$34,749 - \$74,100.

Starting pay dependent upon qualifications and applicable experience (not to exceed midpoint)

Work Location: Office of the Lake County Property Appraiser. 320 W. Main St. Tavares, FL. 32778

Office Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday

SUMMARY

This is a senior level technical position responsible for performing advanced level parcel maintenance and related quality control/assurance functions within the GIS (Geographic Information System) database. Work is performed under the guidance of the GIS Cadastralist / Analyst Team Leader and under the direction of the Technology & GIS Mapping Manager.

ESSENTIAL JOB FUNCTIONS

- Perform cadastral mapping duties to include coordinate geometry (COGO) mapping input of the following, including but not limited to; new subdivisions, condominiums, complex parcel splits and aggregations, annexations, ordinances, complex rights-of-way takings, interpretation of complex property descriptions, coordination and mapping of governmental leasehold properties; including the drafting of applicable property descriptions for assessment purposes.
- Perform quality control and assurance routines on GIS cadastral data and database which support consistency, accuracy and uniformity of data in the cadastre.
- Assist in the interpretation and resolution of questions or conflicts incurred as part of parcel mapping.
- Assists the Deeds and Research Specialists in the mapping and identification of recorded descriptions.
- Assist LCPA personnel, property owners, and outside clients such as attorneys and title companies, in the interpretation of property descriptions, ownership changes, and cadastral record data and/or discrepancies.
- Collaborate with customers, external agencies and entities concerning the implementation and/or distribution of shared information resources and problem resolution as related to cadastral, address or other property records.
- Coordinate with internal Deeds Specialist and Tax Roll Data & Quality Specialists with property description interpretations and identification, workflows and production.

- Coordinate with Lake County GIS technicians and programmers on enhancements to cadastral and cartographic applications and programs.
- Perform special projects which may analyze CAMA and GIS data for accuracy using GIS applications. Work with appraisal staff to develop procedures using GIS applications which aid and support the mass appraisal process.
- Responsible for taking voluntary measures to maintain and enhance general technology skills and GIS technical skills.
- Required to assist in damage assessment mapping in coordination with federal and state emergency management offices during the preparation for and aftermath of local disasters such as hurricanes or tornadoes. This may require after-hours or weekend duty.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts, and/or training in property description interpretation, COGO and other cartographic techniques, as directed by Team Leader or Manager.

MINIMUM QUALIFICATIONS

- Must hold a minimum of an Associate Degree from an accredited college or university with studies in CADD, engineering, mathematics, geography, or geographic information systems (GIS) desired.
- Must have a minimum of six (6) years of cadastral mapping and property description interpretation and records experience which includes at least four (4) years of ArcGIS or CADD experience. ESRI ArcGIS, ArcMap, ArcCatalog or CAD, COGO and Adobe Post Document Format (.PDF) experience preferred. Should also be familiar with standard office software including Microsoft Word and Outlook.
- Must possess and be able to demonstrate advanced survey principles, cadastral cartographic principles, real property boundary law, understanding of legal descriptions and the use of distances, bearings and other measurements and monuments pertaining to the interpretation of legal descriptions. Advanced training with Geographic Information Systems (GIS) is required.
- Must possess an advanced knowledge of real property parcel mapping as it relates to recorded and vacated plats and rights-of-way cases. Must possess an advanced knowledge of Florida law regarding real property title and be capable of performing research on real property chain of title searches.
- Must hold the Certified Cadastralist of Florida (CCF) or Certified Cadastral Mapper (CCM) designation offered by the Florida Association of Cadastral Mappers and administered by the Florida Department of Revenue. Or, must complete necessary coursework and apply for designation within first three (3) years of assignment to this position. Certification as a GISP (GIS Professional) or CMS (Cadastral Mapping Specialist) is desired.

NOTE: Each year of required education may be substituted by two (2) years of work experience. Each year of required experience may be substituted by two (2) years of additional education.

Work Environment and Stipulations of Employment

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation.

Employees of the Lake County Property Appraiser shall not either for gratis or for compensation engage in any licensed real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Lake County; sell LCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Furthermore, employees and members of their household may not own or hold financial interest in an assessment / appraisal business. This position may be deemed *Essential* or *Mission Critical* under the agency policy governing Disaster / Emergency Assignment and Compensation as related to agency activities for Damage Assessment before, during and following a natural or man-made disaster event.

At Will Statement

Employment at the Lake County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Lake County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Lake County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.
