

JOB DESCRIPTION

JOB TITLE: MAPPING-GIS ANALYST
REPORTS TO: COUNTY APPRAISER
DEPARTMENT: APPRAISER
DIVISION: GIS/MAPPING
GRADE: 6

ORIGIN DATE: 10/01/13
REVISION DATE: 5/21/21
DEPARTMENT NO:10-25
CLASSIFICATION: NON-EXEMPT
JOB ZONE: 6.0 to < 7.0

I. JOB SUMMARY

This is a non-exempt position. Responsible for day-to-day maintenance of the GIS division of the appraiser's office, including coordination of tasks with mapping consultants and vendors. Maintain and update, manually and digitally, all files and records relating to property ownership overlays, GIS coverages and map work cards. Data enter ownership data in the CAMA system. To retrieve and file documents as needed. To provide assistance to the County Appraiser and appraisal personnel in the daily performance of their duties as needed. Provide mapping support and assistance for other county departments, legal agencies, and property owners.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

II. PRIMARY DUTIES

- A. Create and/or maintain the GIS ArcInfo Geo Database for the Lyon County Appraiser's Office
- B. Interpret geospatial data to assist in data quality control and analytics
- C. Support the education of Lyon County staff on GIS software and applications
- D. Review and assist the Lyon County Appraiser and staff with GIS data acquisition and integration with Orion
- E. Review and update ownership changes as a result of a property transfer
- F. Assist property owners by explaining their tract parcel description(s), how agricultural parcels are measured for purposes of valuation or how parcel sizes are determined for the valuation process.
- G. Provide maps to staff and others, as needed
- H. Continue to gain knowledge of the proper application of the various job responsibilities
- I. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- J. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- K. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- L. Obligation to be reliable, responsible, dependable, and fulfill duties.
- M. Must show up for work on a regular and predictable basis as scheduled

III. INTERMITTENT DUTIES

- A. Perform other duties as needed or upon request of the department head or appropriate personnel
- B. Make changes in agricultural use delineation and update soil types

- C. Perform mapping tasks necessary to complete property splits and combinations
- D. Maintain and update map files on mobile field tablets
- E. Technical witness for Lyon County Attorney's Department concerning drug cases which occurred within 1000 feet of a school
- F. Maintain database files for office staff
- G. Maintain county property tax exemptions

IV. QUALIFICATIONS

- A. Requires valid driver's license.
- B. EXPERIENCE: Twelve (12) to twenty-four (24) months experience with GIS systems with exposure to mass appraisal specific courses. Experience working with and reading deeds and legal description. This position requires a working knowledge of ESRI software products including but not limited to ArcMap and ArcGIS Pro.
- C. EDUCATION: High school diploma, G.E.D. or equivalent required. College degree preferred but not required. Successful completion of sufficient PVD and IAAO courses relating to mapping and GIS.
- D. KNOWLEDGE: Exceptional understand of legal descriptions and GIS mapping systems. Capable of reading and interpreting maps. Understand shape files, map files, other data formats, and additional methods of digital data exchanges. Have a basic understanding of appraisal theories and methodologies.
- E. SKILLS:
 - i. Ability to read and interpret deeds, maps, other legal documents (ordinances, road records, court records), and mass appraisal generated reports
 - ii. Ability to effectively communicate with taxpayers on both a verbal and written basis
 - iii. Must have the ability to receive, interpret, and follow verbal and written instructions. Required to read, write, and speak English with the ability to speak a foreign language helpful.
 - iv. Ability to problem solve and work through difficult situations, at time on your own, to find a resolution, included technical data setup and transfers
 - v. Strong attention to detail and organizational skills.
 - vi. Excellent verbal and written communications skills.
 - vii. Ability to work with others as well as independently
 - viii. Ability to learn and adapt to new technologies through extensive continuing education.
- F. PROBLEM SOLVING: Included in decision making
- G. DECISION MAKING: The work requires assisting in making many decisions concerning: interpreting complex data, reading legal descriptions, creating a design, planning the work, refining methods and techniques implemented to complete a project.
- H. SUPERVISORY: Not applicable
- I. FINANCIAL/BUDGETARY ACCOUNTABILITY: Not applicable.
- J. INTERPERSONAL: Contact with the public, Register of Deeds, County Clerk, BOCC, Property Valuation Department, City Building Department, other County Departments, vendors, contractors, and other county appraisers/GIS' offices as needed
- K. WORKING CONDITIONS: Work will be performed in an office setting
- L. PHYSICAL REQUIREMENTS: Typically, the work is sedentary in a controlled office environment. The work occasionally requires some physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching, reading, or lifting of moderately heavy items. Requires sufficient hearing level to be able to effectively communicate with people

directly or by telephone. Requires sufficient verbal acuity to read and write and operate office equipment. Ability to lift objects to shoulder height. May be required to work overtime.

i. *Employees hired after August, 2018:* Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the Americans with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee’s position requires pushing a maximum force of 5 pounds.
5. Employee’s position requires pulling a maximum force of 5 pounds.

ii. SAFE LIFTING CRITERIA:

1. Floor to knuckle: 45 lbs.
2. 12” to knuckle: 45lbs.
3. Knuckle to shoulder: 22.5 lbs.
4. Shoulder to overhead: 22.5 lbs.
5. Carry: 45 lbs.
6. Push: N/A
7. Pull: N/A

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____