



**Job Title: Assessor Office G.I.S. Technician**

**Department/Division:** Assessor's Office/GIS  
**Salary:** \$19.1663/hr. - \$28.7495/hr. **Range: 29**  
**Position Status:** Full-Time/Classified  
**FLSA Status:** Covered  
**Closing Date:** August 10, 2021  
**Job #:** 7-2021-043

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Primary Purpose:**

Develops and delivers geographic information in the form of digital and/or hard copy data to support the operation and utilization of the County parcel-level Geographic Information System (G.I.S.) and integration with related County databases.

**Essential Job Functions:**

- Utilize existing procedures to create, update and maintain G.I.S. datasets and applications; assist in the update and enhancement of such procedures and propose and implement new procedures as needed; prepare geographic information and associated tabular data for automation; develop and maintain digital data for users; perform research to acquire sets of data; utilize and program computer applications and scripting tools; prepare internal correspondence.
- Train staff members in the operation of G.I.S. software and the query and display of geographic data; assist in the evaluation and implementation of G.I.S. project requirements, including work programs and the development and application of quality control procedures.
- Perform research on the implementation of G.I.S. in other agencies to acquire and design application concepts with the County, to include web and mobile applications; prepare digital and/or hard copy cartographic products and reports; assist in the inventory of digital and/or hard copy data to include the development and maintenance of appropriate documentation and metadata; operate and troubleshoot plotters, digitizers, scanners, printers and other production devices.
- Assist the public and other county staff with GIS query, analysis and display; advise the public and other county staff on the appropriate and ethical use of G.I.S. data.
- Attend industry conferences and participate in other pertinent training and literature research to keep job skills current; other relevant duties as assigned by the supervisor.

**ASSESSOR OFFICE SPECIFIC:**

- Perform a wide variety of cadastral and Geographic Information Systems (GIS) mapping services in support of the County Assessor's Office.
- Perform full range of technical and administrative work, including utilizing cadastral and GIS base mapping system software to create maps and to align information with exiting source data and field observations.
- Computes and plots land descriptions of properties; analyze geographic or legal source data; research and compute land ownership data.
- Interpret legal descriptions of property, metes, and bounds, research deeds, assists appraisers in locating property.
- Revise official assessment maps, records, surveys and other documents to reflect changes in ownership, acreage or parcel divisions.
- Receive and respond to internal and external requests for GIS and provides Cadastral and GIS base mapping and computer analysis support; produce reports for customers, demonstrates excellent customer support.
- Attend industry conferences and participate in other pertinent training and literature research to keep job skills current; other relevant duties as assigned by the supervisor.

### **Knowledge / Skills:**

- Considerable knowledge of computerized data compilation, conversion techniques, graphic presentation and production techniques; of a networked workstation computing environment; of cartographic principles; of general surveying principles and practices; of geographic information systems; and of database design, creation and maintenance.
- Knowledge of various GIS software applications including ArcMap, Arc Catalog, ArcPro, ArcSDE, ArcGIS Server, Arc Enterprise, Portal, ArcGIS Online, GeoCortex, QGIS, GRASS, GeoServer, and other geospatial software.
- Ability to use data capture tools such as GPS and laser range finder.
- Ability to effectively communicate technical information in verbal and written form; to use computer to analyze data; to establish and maintain effective working relationships with co-workers, consultants, user departments and divisions, public utilities representatives and other government agencies as well as the general public.
- Ability to work both independently and as part of a team, either in a role of a team member or a team leader.
- Ability to multi-task; to independently plan and organize work; to manage time and workloads and to meet deadlines; all with a high level of attention to detail.

### **ASSESSOR OFFICE SPECIFIC:**

- Knowledge of traverse, PLSS, COGO (Coordinate Geometry) to trace and plot real property maps; various GIS Software applications including ArcMap, Arc Catalog, ArcGIS, Arc Pro, etc.; proficiency in MS Office suite, including Excel, Word, familiarity with SQL, query building and general database management standards; ability to use data capture tools, such as GPS and laser range finder.
- Ability to effectively communicate technical information in verbal and written form; establish and maintain effective working relationships with co-workers, other departments and government officials as well as general public.
- Ability to multi-task; to independently plan and organize work; to manage time and workloads and to meet deadlines, all with a high attention to detail.
- Knowledge of principles, practices, methods, and technology of cadastral and GIS base mapping and equipment; principles, practices and terminology of manual and computer-based drafting and cartography including describing geographic and topographic features; modern office

practices, methods, and computer equipment and applications equipment, nomenclature, symbols, methods, practice and techniques used; principles and practices of managing cadastral data; techniques of complex map drafting and geospatial analysis; applicable Federal, State and local laws, codes, and regulations, including administrative and department policies and procedures; engineering mathematics, algebra, geometry and trigonometry; symbol attribute process and database management; English usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Count Staff; ability to learn new software and skills in timely manner.

#### **Minimum Qualifications:**

- Bachelor's degree in Geography, Land Surveying or Computer Science or related field with emphasis in G.I.S. and providing a background in cartography, plus one (1) year of experience or any combination of education and experience in geography, cartography, cadastral mapping, computer graphics, planning, surveying technologies or related discipline totaling 5 years.

#### **Working Conditions:**

Work is primarily performed in an office setting, although some field work may be required. Work schedule may include evening and weekend hours. Some travel may be required. May be subject to exposure to inclement weather, insect bites, snake bites, dust, electricity, chemicals, fumes, and to CRTs & VDTs. Manual and finger dexterity required.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Apply Online at:**

**[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications).**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**