

Bonner County Job Description



Title: Cadastral GIS Technician

Department: GIS

Supervisor: GIS Director

Supervision Exercised: None

Job Description Revision: May 10, 2022

Title	Cadastral GIS Technician
General Summary	<p>Summary: Under direction and general supervision of the GIS Director or designee, perform a wide variety of cadastral and Geographic Information Systems (GIS) mapping services in support of the County Assessor's office. Manually and electronically creates, prepares and maintains assessment maps and map layers, develops base maps for the County's GIS department which reflects current land ownership data; utilizes standard GIS software, tools and utilities to create and maintain a GIS database; research and compute land ownership data; analyze geographic or legal source data; and perform related duties as assigned.</p> <p>Other Information: Work involves frequent situations where professional judgment is required to apply standard practices and decision making within clearly defined parameters and definite directions per Idaho Code. Communicates regularly with the employees of the Assessor's Office, GIS department, with employees of other county offices and with customers of the county. Work has an over-riding impact on the operations of multiple county departments and functions as it pertains to the proper maintenance of the records and documentation of land ownership for tax purposes throughout the county. Work is typically performed in an office environment. Some travel outside the local area for on-going education and training may be required.</p>
Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> 1. Performs technical assignments related to providing cadastral and GIS base mapping and computer analysis support to departmental staff and others; produces reports for internal and external customers when requested. 2. Process recorded subdivision plats and deeds for assessment purposes, including the assignment of parcel numbers, the calculations of assessable areas, determinations of individual parcel ownership based on recorded documents and revision of the computer map base to include new plats and parcels and the amending of associated source ("parent") and remnant remainder parcels. 3. Utilizes sophisticated technology and CoGo (Coordinate Geometry) tools to plot real property maps. Ability to learn and apply new methods and technology (ESRI Parcel Fabric and ESRI ArcGIS Pro) are a fundamental requirement of this position. Research land ownership data, titles, and parcel numbers; confirms that deeds accurately describe real property parcels. 4. Supports the Assessor's Department with mapping and maintenance of Idaho State Tax Commission data including tax code boundaries and other boundaries for assessment and tax purposes. 5. Monitors changes in ownership law, collaborates with title companies, attorneys and customers on legal descriptions and title issues.

	<ol style="list-style-type: none"> 6. Performs quality control on cadastral data and maps within the GIS. 7. Review plats to verify ownership, naming and numbering conventions, and legal descriptions. 8. Maintains and expands current knowledge of Idaho State Statutes. 9. Maintains and expands current knowledge of current real estate laws of the State of Idaho. 10. Maintains and expands current knowledge of various ordinances of Bonner County and the cities lying within.
Secondary Functions	<p>At the discretion of the Director:</p> <ol style="list-style-type: none"> 1. Maintains and expands current knowledge of existing technologies as they relate to the department programs, systems and equipment through research, reading, training, and interaction with professional organizations. 2. Maintains a positive, helpful, constructive attitude and working relationship with the office employees, other County employees, Department Heads, Directors, Elected Officials and the public. 3. Regular dependable attendance and ability to deal with the public and associated regular interruptions/stresses is an essential functions for any County employee. 4. Performs all other duties as assigned.
Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job. GIS Certificate, Bachelor's degree in Geography, Computer Sciences or GIS related field is required or relevant experience. 2. Experience working with ESRI software, including cadastral mapping. Experience in the ArcGIS Parcel Fabric preferred. 3. Understanding and interpreting survey data, deed descriptions and related source documents relevant to legal ownership, terms and conditions, boundaries and closure of the property described. 4. Must possess the ability to perform well in a detail-oriented work environment. Accuracy and attention to detail are critical. Ability to interpret, identify, and assess a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to the problems or challenges under consideration. 5. Strong problem solving and troubleshooting skills. 6. Knowledge of land records/cadastral concepts are required. 7. Must possess good organizational, telephone and communication skills. Ability to perform general math functions, including addition and subtraction and multiplication and division. 8. Ability to read, analyze and interpret general business information as contained within periodicals, professional journals, technical procedures or government regulations; ability to write reports, business correspondence, and procedures manuals; ability to present information and respond to questions from groups of managers, clients, customers and the public. 9. Ability to assign priorities to work and research to complete work with minimal oversight.

	<ol style="list-style-type: none"> 10. Ability to work under pressure with continual interruptions while supporting a broad base of staff throughout the County in a professional manner. 11. Ability to communicate effectively in English, both verbally and in writing, including the ability to communicate technical information to non-technical individuals. 12. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. 13. Ability to accurately and proficiently type at 50 wpm using standard keyboards using standard keyboards and personal computers. Ability to use general office equipment including computers, copiers, printers, telephones, fax machines, plotters, etc. 14. Proficient grammar skills as used in the composing and proofreading of documents, Memos and other correspondence. 15. Ability to obtain and maintain the necessary licenses, registrations or certificates in order to perform the job satisfactorily. 16. Must maintain an Idaho State Tax Commission Mapping Certification. 17. Must possess or acquire a current driver's license valid in the State of Idaho.
	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Requires infrequent travel within the local or regional area. May require statewide or national travel on an infrequent basis.</p>
Disclaimer	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will Employer.</p>

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____