



Bonner County Job Description

Job Title: GIS Technician
Department: GIS
Supervisor: Director, GIS
Supervision Exercised: None
FLSA Status: Non Exempt
Last Revision:
BOCC Approval:

Job Scope

Summary: Under direction and general supervision of the Director, GIS 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 division 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.

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, 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. Travel outside the local area is for on-going education and training.

Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order and may be amended or added to by the County at any time.

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. Manages documents pertaining to ownership changes, inputs necessary information into the CAMA system, routes documents to staff for additional processing as necessary.
3. Ability to learn and apply new methods and technology (ESRI Parcel Fabric and ESRI ArcGIS PRO) are a fundamental requirement of this position. Researches 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.
6. In conjunction with the Assessor Department, performs quality control on cadastral data and records within the GIS Enterprise.
7. Maintains and expands current knowledge of Idaho State Statutes.
8. Maintains and expands current knowledge of Current Real Estate laws of the State of Idaho.
9. Maintains and expands current knowledge of various Ordinances of Bonner County and the Cities lying within.
10. Maintains and/or expands on current knowledge of GIS Technologies in relationship to duties specified.
11. Maintains a positive, helpful, constructive attitude and working relationship with Dept. Heads, and other county employees, Elected Officials and the general public.
12. Performs all other duties as assigned.

Job Specification

1. Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job, Bachelor's degree in Geography, Computer Sciences or GIS related field is required or relevant experience;
2. Understanding and interpreting legal documents relevant to legal ownership, terms and conditions, boundaries and closure of the property described.
3. 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.
4. Knowledge of land records/cadastral concepts and ArcGIS parcel fabric are required.
5. Three years' experience in office administration or an equivalent area required. Must be proficient with Excel, Word, Power Point, Access programs.
6. Ability to use PC based computers and their systems, and use other small business machines typically found in an office environment including, but not limited to, printers, copiers, fax machines, telephones, and hand held devices.
7. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; write original reports and business correspondence; effectively present information and respond to questions from groups of managers, clients, customers and the general public; read, write, hear and speak in English.

8. Ability to obtain and maintain the necessary licenses, registrations or certificates in order to perform the job satisfactorily.
9. Must maintain an Idaho State Tax Commission Mapping Certification.
10. Must obtain/retain a valid Driver's License.

Working Conditions

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, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions; occasional heavy lifting of file boxes. Requires good general vision.

This position is located in the Assessor Department with supervision and oversight provided by the Director, GIS or their designee. The primary responsibility of this position is to support the County Assessor who is responsible for the full preparation of an accurate and complete plat record of all parcels of real property within Bonner County. I.C. 63-209.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

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: _____