

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) INTERN

Department:	GIS	FLSA Class:	Non-exempt
Reports to:	Mike Meeks, GIS Manager	Hours available:	7:30am – 5:00pm (flexible)
Contact:	meeksm@leepa.org	Hours of work:	Not to exceed 30 hours per week

INTERNSHIP SUMMARY

Broad exposure to work processes starting with recorded document review, document conversion to features in GIS, and parcel assessment. Emphasis in partitioning of lands to include townships, sections, plats, tracts, blocks, lots, parcels, right-of-way and easements. Will gain understanding of numerous recorded document types, including techniques to plot deed descriptions that contain bearings, azimuths, curves, field angles, rectangular land surveys, and plats. Performs technical tasks to convert data derived from recorded documents into GIS. The knowledge gained from this internship will be beneficial to students interested in a career in land planning & development, environmental restoration, or GIS.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Interprets recorded documents (e.g. Deed, Declaration of Condominium, Easement, Plat, Right of Way) and enters or edits data in GIS.
- Searches Lee Clerk of Courts website for missing documents to derive data to be entered in GIS.
- May contact title companies or engineers to clarify information.
- Compares land descriptions with aerial photography.
- Communicates effectively and professionally, verbally and in writing, with members of the staff.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of ESRI ArcMap software.
- Knowledge of Autodesk AutoCAD software.
- Understanding of plane geometry.
- Skill in the use of Microsoft Office (Word, Excel & Outlook).
- Ability to read and understand construction as-built drawings.
- Ability to perform detail-oriented tasks, with attention to accuracy.
- Exposure to database management principles and software (SQL Server).

EDUCATION

Student enrolled in secondary program of study to include environmental, engineering, geography, or computer science.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. Specific vision requirements include color perception and focus on a computer monitor for approximately 90% of the work day. The intern may occasionally be required to lift up to 25 pounds.

OTHER DUTIES

The listed internship specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the intern. Duties are subject to change at any time as the requirements of the internship change.

Date: May, 2015