

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## GIS TECHNICIAN

**Department:** GIS  
**Reports to:** GIS Manager

**FLSA Class:** Non-exempt

### POSITION OBJECTIVE & SUMMARY

Under general supervision, performs a wide variety of technical duties that assist in the management of geographic information system (GIS).

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Utilize ArcGIS Pro Parcel Fabric editing tools to create, modify and retire parcels, and input parcel attribute data.
- Coordinate Geometry (COGO) input of the following into ArcGIS Pro Parcel Fabric: subdivisions, condominiums, parcel splits and combinations, annexations, ordinances, right-of-way taking and vacation, easements, leasehold agreements, and separated rights.
- Ensure accuracy of new parcels by confirming proper closure and coincidental boundaries with adjacent parcels, lots and blocks.
- Input ownership, sale, units of measure, abbreviated legal descriptions, legal dates, surveying company, and various codes found on recorded documents into LCPA software programs.
- Maintain and assign parcel numbers to new or modified parcels.
- Extract, transform and load data from AutoCAD and georeferenced images into ArcGIS Pro Parcel Fabric.
- Perform complex parcel and title research, which may require contacting title companies, attorneys, engineers, and property owners to clarify information.
- Perform quality assurance routines on GIS cadastral data to ensure consistency, accuracy and uniformity.
- Prepare, reproduce, and distribute drawings, maps, graphics and displays; prepare spreadsheets, correspondence and other documents, as necessary.
- Utilize the point-of-sale (POS) system to process all map and data sales transactions; balance sales against receipts at the end of each day against cash, checks and/or credit card payments accepted for services.
- Communicate effectively and professionally, verbally and in writing, with manager, colleagues and the public.
- Keep abreast of GIS technology, standards and best practices.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of topology rules, map projections, geo-processing tools, Parcel Fabric and coordinate geometry (COGO).
- Knowledge of partitioning of lands including townships, sections, plats, tracts, blocks, lots, parcels, right-of-way, easements, and land uses.
- Knowledge of ownership types and accurate transformation of ownership from deed to SMRT.
- Knowledge of and ability to communicate utilizing terminology, concepts, principles, and practices of GIS.
- Knowledge of algebra and geometry.
- Skill in the use of Microsoft Office applications (Word, Excel, Outlook), AutoCAD, ArcGIS Pro, and ArcGIS Online software beneficial.
- Ability to interpret deed descriptions that contain bearings, azimuths, curves, field angles, monuments, rectangular land surveys, and plats.
- Ability to investigate and analyze information and draw conclusions; capacity for giving and receiving accurate and reliable information.
- Ability to establish and maintain working relationships with colleagues, the public and members of the professional community.

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**GIS TECHNICIAN**

**EDUCATION / EXPERIENCE / LICENSING**

Bachelor's degree from an accredited college or university in geography, engineering, construction or environmental science with coursework in GIS; or graduation with a two (2) year degree in geography, engineering, construction or environmental science with two (2) or more years' experience working daily with GIS in an utility, engineering, or government environment; or applicable education and experience which provides the knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation with IAAO course 600 or 601 as an elective required within two (2) years of hire.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is performed in an office setting with prolonged periods of sitting and 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 workday. Frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds.

**OTHER DUTIES**

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

**Date: January, 2020**

**Pay Range: \$40,000 - \$75,000 CWE**