

Travis Central Appraisal District

<https://traviscad.org/job/gistechnician>

GIS Technician

Position Summary

Under the direct supervision of the GIS Manager, the GIS Technician is responsible for performing specialized and technical duties in the operation, use, and maintenance of Travis CAD's Geographic Information Systems (GIS). The GIS Technician will typically work Monday through Friday 7:45 am to 4:45 pm with extended hours as needed. Incumbent is expected to perform other related duties, as assigned.

Essential Duties

- Create, maintain, and update digital maps, drawings, plans, spreadsheets, data files, and documentation for a variety of uses; incorporate new developments, subdivisions, easements, and other boundary changes; gather information from various sources, including legal descriptions, survey data, document descriptions, court records, and others.
- Perform research activities to determine ownership and make corrections and changes on existing maps; research property history; review and prepare legal descriptions; research and process land transactions and enter parcel change information; interpret detailed plans, photographs, maps, and legal descriptions to generate reports.
- Maintain and update Taxing District boundaries; identify tax roll descriptions by correlating legal descriptions in deeds, contracts, mortgages, and judgments with a cadastral map.
- Respond to GIS and mapping requests from employees and the public regarding property ownership, jurisdiction, and legal parcels; provide owner-agent with statements to be recorded with plat; may accompany owner-agent to recording office to ensure proper statement recording; communicate with other departments and agencies to clarify information and data.
- Assist other divisions, agencies, and the general public with information regarding GIS information.
- Handle functions that require knowledge of tax laws.
- Perform GIS data maintenance, analysis, entry, and conversion; perform data research, investigation, and verification; assist with solving technical problems and determining possible solutions.
- All duties require self-motivation and a professional attitude in the work environment.

Requirements/Additional Responsibilities

- Must be authorized to work in the US

Minimum Education and/or Experience

- A minimum of two (2) years of college/coursework in GIS is preferred, professional experience may be a substitute for education.
- A minimum of two (2) years of data entry experience. Experience in other GIS related software is a plus. e.g. ESRI, ArcGIS

Knowledge, Skills, and Abilities

- Knowledge of basic cartographic skills, cadastral data, and land survey practices.
- The ability to identify patterns and relationships in geographic data using spatial analysis techniques and statistical methods
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel

Date

November 2024

Hiring organization

Travis Central Appraisal District

Job No.

2024131201

Employment Type

Full-time

Status

Non-Exempt, Pay Grade 4

Department

GIS

Reports To

GIS Manager

Job Location

Austin, TX

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- Ability to read, to read complex directions and interpret mapping information
- Excellent clerical skills including proficiency in mathematics (40 WPM, 10 Key by touch)
- Ability to communicate effectively orally and in writing.
- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments.

Physical Requirements

Must be able to sit or stand for extended periods, reach and twist the upper body, bend, and kneel. Must use hands for data entry most of the workday. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift 25 pounds.

Work Environment

An indoor and outdoor setting. Frequent exposure to computer monitors and interfacing with the public. Job is not subject to significant occupational or environmental hazards.

DISCLAIMER

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected bylaw.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.