



## Wesley Davis

Indian River County Property Appraiser

"Your Property is Our Priority"

1800 27<sup>th</sup> Street, Vero Beach, FL 32960

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### GIS CADASTRALIST II

Objective: This is a skilled technical position that reviews and evaluates recorded legal instruments and interprets and maps legal descriptions using GIS software for the purpose of accurately maintaining property appraisal information in the Computer Assisted Mass Appraisal (CAMA) system and Geographic Information System (GIS).

#### ESSENTIAL JOB FUNCTIONS:

- Evaluate conveyances and other recorded documents to determine if a change is necessary for the Tax Roll.
- Read and plot intermediate level to complex level legal descriptions based on the Public Land Survey System (PLSS) and Metes and Bounds descriptions.
- Maintain and update cadastral GIS layers in the Enterprise Geodatabase using the Esri ArcMap Parcel Fabric and Esri's ArcGIS Desktop software.
- Split parcels and lots based on deeds and other recorded documents.
- Combine parcels and lots based on Taxpayer requests.
- Maintain other supporting GIS feature classes within the Enterprise Geodatabase.
- Prepare electronic or paper map products using the ArcGIS software as needed.
- Review transactional changes by other GIS staff for quality control.
- Assist Property Appraiser staff, the public, and government agencies with property and mapping related questions and concerns.
- Performs custom deed research as needed.
- Position requires on-site office presence requiring face-to-face interactions with both public and staff members
- A mentor by training newer deputies both in your department and throughout the Property Appraiser's Office.
- Perform other related duties as required or assigned.

#### QUALIFICATIONS:

- Bachelor's degree in Geography or GIS or related field and 5 years of Cadastral Mapping experience or an equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Principles and Techniques of Cadastral Mapping.
- Intermediate Skill Level with Esri's ArcGIS Desktop and/or ArcGIS Pro software.
- Skill and ability to maintain Cadastral GIS feature classes in an Esri Enterprise Geodatabase is required.
- Skill and ability to maintain Cadastral GIS layers in an ArcMap Parcel Fabric in an Esri Enterprise Geodatabase is preferred.
- Proficiency with Microsoft Office software products.
- Ability to serve the public and fellow professionals with honesty and integrity.
- Ability to communicate effectively through both oral and written correspondence.
- Ability to work independently and as a team player using good judgement.

**LICENSE/CERTIFICATION:**

- Willingness to obtain either one of the following designations: Certified Cadastralist of Florida (CCF) or Certified Cadastral Mapper (CCM).
- Willingness to obtain Certified Florida Evaluator designation (CFE) or satisfactory completion of IAAO courses 600 and 601 is preferred.

**PRE-EMPLOYMENT SCREENING:**

- This position requires a background screening

We are a Veteran's Preference Employer

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the professional for this job. Duties, responsibilities and activities may change at any time with or without notice.

Department:	GIS	Years of Experience:	5 years
Classification:	Non-Exempt	Employment Type:	Full Time
Salary Range:	\$ 37,500- 57,000	Manages Others:	No
Required Education:	Bachelor's degree in Geography or related field preferred or equivalent combination of education and cadastral mapping experience	Reports To:	GIS Department Head