

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

MAPPER TRAINEE

Job Grade: 8

JOB CODE: 326

Department: Revenue
Reports to: Appraisal and Mapping Administrator
Date: August 2015
FLSA: Non Exempt
DOT Reference: 018.261-010

JOB DESCRIPTION

Create, verify, and edit a geographic information system (GIS) data base using specialized software for tax mapping. Provide support for special projects that relate to spatial, demographic, or tabular data contained in GIS. File and maintain records, forms, correspondence, etc. Receive and sort incoming mail and send out mail, as needed. Answer telephone, route calls, relay messages, greet visitors, and provide assistance and/or information.

ESSENTIAL JOB FUNCTIONS

1. Perform routine tasks related to maintaining and updating GIS system, and routine office tasks.
2. Compile routine topographic and planimetric information for the production of maps, including the gathering of field data.
3. Prepare simple data for digital conversion.
4. Enter data into the GIS database through keyboard entry to produce completed maps.
5. Prepare and maintain deed logs and mapping registers as directed.
6. Retrieve records such as deeds, maps, cards etc. from files.
7. Sort and file tax maps in geographical order.
8. Prepare general correspondence such as memos or letters for other GIS Technicians.
9. File copies of all letters and memos as a part of vital records.
10. Assist surveyors, lawyers, with mapping questions.
11. Gain knowledge of field by attending workshops, special training seminars, etc. as required.
12. Ability to search CAMA information system (aka Delta).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Alabama Appraisal System.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of alphabetical, numeric, and geographical filing systems.
- Ability to communicate orally with individuals such as co-workers, taxpayers, government officials and attorneys in a polite and courteous manner.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to read and understand legal documents.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Ability to operate office machines such as computer, printer, plotter, copy machine, calculator, polar planimeter, engineer's scale, triangle, templates, compass, Leroy lettering set, French curve digitizer, etc.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to read and understand legal documents.
- Ability to operate office machines such as computer, printer, plotter, copy machine, calculator, polar planimeter, engineer's scale, triangle, templates, compass, Leroy lettering set, French curve digitizer, etc.
- Ability to type accurately at a reasonable rate of speed from copy, rough draft, and various sources and forms, using computer software.
- Ability to follow routine oral and written instructions.
- Ability to maintain and organize information within closely prescribed systems and procedures.

MINIMUM QUALIFICATIONS

- Minimum of two (2) years of college level courses (Associate Degree preferred) in fields related to mapping, civil engineering, etc., or an equivalent combination of education and experience.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.