

HERNANDO COUNTY PROPERTY APPRAISER JOB DESCRIPTION

Job Title	Environmental Services GIS Technician			
Department	GIS	Salary Range	\$36,186 – \$55,223	01/07/2025
Reports To	Director of Technology/HR	FLSA	Non Exempt	

GENERAL DESCRIPTION:

This position requires skills and knowledge of GIS, cartography and databases. A Deputy in this position works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. This Deputy, as a part of the Environmental Services GIS Business Unit, supports the County Environmental Services Department's GIS function.

ESSENTIAL JOB FUNCTIONS:

- Research and gather required information for inquiries from property owners, title companies, government agencies and for the creation of new parcels and subdivisions by reviewing and interpreting deeds, surveys and plats. [CATSSYS](#), [New Subdivision Import from CAD](#), [New Subdivision Procedure for ArcMap](#), [New Subdivision Procedure for CATSSYS](#), [Updating Subdivisions Index](#), [Class Subdivisions Creating](#), [CATSSYS RVIEW Screen](#), [CATSSYS PASLM](#), [Deed Plotter for Windows](#), [E & I](#), [Adjacent Property Owners \(APO\)](#), [Cut Out of Parcel Formal & Informal](#), [Creating Buffers in ArcMap](#), [GPS Field Staff Training](#).
- Maintain and update GIS Service Request form database and Central GIS program procedures. [SOP.xls](#) - List of all procedures, [ArcGIS10_MSOOffice10 SOPGIS FL Statutes](#), [GIS Fee Schedule](#), and [Environmental Services GIS Business Unit SOP](#).
- Prepare metadata and other documentation and perform quality control procedures to ensure database integrity. [Shape Files to Librarian](#), [EPA Metadata Editor Installation and Using](#), [EPA Metadata Editor Updating Contact Info](#), [HCUD File Format](#).
- Produce maps with aerial photos using various types of plotters, color printers, etc. and examine maps for quality. [ArcMap Printing to Scale](#), [Display Single Feature in Layer Containing Mult. Features](#) [Labeling each feature in a layer differently](#), [Creating a Generic Section Map](#), [Creating a Map Using a Template](#).
- Conduct abstract searches and prepare proper legal descriptions of the various parcels involved using electronic data inquiry and retrieval systems. [Deed Plotter for Windows](#), [Traverse Tool in](#)

ArcMap, Parcel Procedures, CATSSYS Procedures

- Calculate size of parcels for entry into the computer system. [Parcel Procedures](#).
- Create, edit and maintain various Environmental Services feature classes/layers in SDE Edit (Utility Easement, Mosquito Control, etc...) including collecting (GPS), those asset edits in the field. Convert data from various sources into ArcGIS Shapefile format. [Easement Map Procedures](#).
- Work with the Addressing Office staff to maintain accuracy for 911 Emergency Services. [Exporting File or Personal Geodatabase](#), [Layers to Department Layers file](#), [Geocoding Addresses using MS Excel](#), [Number of Addresses contained in Polygons](#), [Maintain Zip Code Map](#).

JOB STANDARDS:

Education	High School Graduate or GED Certification.
Experience	Minimum 2 years experience in cadastral mapping, drafting or GIS, or education equivalent.
Licenses or Certifications	Successfully complete IAAO Course 600 within 1 year of hire date or upon course availability.

EQUIPMENT USED:

Personal computer, printer, calculator, facsimile machine, copier, telephone, plotter and other office equipment.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to express ideas clearly and concisely in writing or orally in a friendly manner.
- Must be able to establish and maintain effective working relationships with other Deputies, County departments, governmental agencies and businesses.
- Ability to interact in a team environment with co-workers with tact and diplomacy.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to work independently, be self-motivated and task oriented.
- Ability to use software programs related to job functions accurately and efficiently.
- Ability to understand and interpret oral and written instructions.
- Knowledge of office procedures, correspondence and standard business practices.
- Ability to endure repetitive work.

ESSENTIAL PHYSICAL SKILLS:

Constantly operates a computer and other office machines such as a calculator, printer, facsimile machine, etc. Constantly be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS:

Office environment working closely with others. Occasional off-site training.

MARGINAL/SECONDARY JOB FUNCTIONS:

Perform other necessary related duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

DEPUTY SIGNATURE	DATE

IMMEDIATE SUPERVISOR SIGNATURE	DATE