

JOB VACANCY ANNOUNCEMENT

Date of Posting: 6/22/2021

End date: Open until filled

Job Title: GIS Tech/Data Collector

Department: Wright County Assessor's Office

Hours: 8:00 to 4:00 Monday – Friday

Pay: \$45,000 – 67,500 DOE

Build, maintain and continuously improve the county's Geographic Information System (GIS) for its intended purpose of delivering quality maps and geographic data to Wright County offices and to the public. Provide business office clerical assistance and perform minor property appraisals and assessments to obtain valuations for property tax purposes.

- Knowledge of Microsoft Office Suite and ESRI software is required.
- Create, edit and maintain GIS feature datasets with the current version of ESRI software (ArcEditor, ArcView, ArcReader, ArcMap)
- Process property divisions, plats and splits using GIS feature datasets with the current version of ESRI software (ArcEditor, ArcView, ArcReader, ArcMap)
- Assist in land records research, including but not limited to locating, compiling or evaluating legal descriptions, deeds and survey plats for all deed transfers and DOV forms.
- Ability to read, analyze, and interpret general business and technical procedures and government regulations.
- Evaluate and enter data from property descriptions, deeds, various plats and surveys into GIS using trigonometry, coordinate geometry and cadastral mapping standards.
- Performs general clerical and office work proficiently and correctly.
- Ability to follow oral and written instructions effectively.
- Must have excellent communications skills, including written, verbal, and listening. Communicate effectively and courteously to a variety of possible temperaments and/or personalities with staff and public.
- Assist with the property appraisal process both in the office and in the field. Outdoor work includes seasonal hot and/or cold weather conditions and uneven terrains.

Interested parties may obtain an application form from Wright County Assessor's Office. A full job description is available at the Assessor's Office or by visiting www.wrightcounty.org. Return the application to the Assessor's Office by 4:00 p.m. Friday, July 16, 2021. Interested parties are encouraged to read the full job description and if chosen for an interview, there will be a brief aptitude test. Wright County is an Equal Opportunity Employer.