

Opening: GIS Specialist and Real Property Lister

Department: Land Management

Trempealeau County

Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

715-538-2311 ext 224 personnel@tremplcounty.com

PURPOSE OF POSITION:

The purpose of this position is to provide support and expertise to assist in organization, development, and maintenance of the Geographic Information Systems (GIS). The position also is responsible to maintain accurate legal property descriptions and ownership, assessment and other information for all County real property parcels which are guided by §70.09. The position also assists in the maintenance and compliance of Trempealeau County's Comprehensive and Subdivision Ordinances. The work is performed under the direction of the Land Records Modernization Coordinator of the Department of Land Management.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Geography, Cartography, or related field with an emphasis in Geographic Information Systems (GIS) or an Associate's degree in Geographic Information Systems (GIS) and two years GIS experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Working knowledge or vocational/technical training in real property assessment and computer recordkeeping, three to five years land and real estate recordkeeping, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Working knowledge of ESRI Software products including, but not limited to ArcGIS Desktop 10 or newer and Microsoft Office Products required.

COMPENSATION AND BENEFITS:

The starting pay range for this non-exempt position is: \$18.82—\$22.02 per hour, depending on qualifications. Trempealeau County's compensation plan includes annual wage step increases for employees with earning potential up to \$25.66 per hour.

A comprehensive benefit package is offered to county employees, see the benefit page for more details.

All required application materials can be found at www.tremplcounty.com

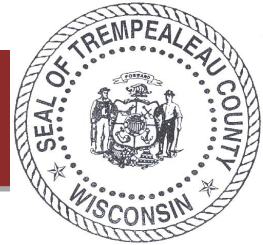
Completed application must be received (via mail, email, fax or hand-delivered) to Human Resources by:

Open Until Filled with initial review of applications February 22, 2018.



Equal Opportunity Employer

Employee Benefit Summary



WAGE DETAILS

Trempealeau County's compensation plan includes annual wage step increases for employees as well as a potential cost of living increase.

HEALTH INSURANCE

Trempealeau County contributes 88% of the lowest cost plan. Employee contribution varies depending on the plan selected.

VOLUNTARY BENEFITS

Disability Income Insurance
Dental Insurance
Critical Illness Insurance
Cancer Insurance
Accident Income Insurance
Vision Coverage
Life Insurance (spouse & family available)
Medical Reimbursement
Dependent Care Reimbursement
Two (2) Voluntary Deferred Compensation Plans

RETIREMENT

Trempealeau County and the employee each pay 50% of the actuarially required contribution to the Wisconsin Retirement Fund.

2018 General Rate

Employer Share - 6.7% / Employee Share – 6.7%

VACATION

Vacation is accrued per pay period based on years of service.
Starting at 12 days per year up to 25 days per year.

HOLIDAYS

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day,
Thanksgiving Day, Day after Thanksgiving,
Christmas Eve Day, Christmas Day, Personal Holiday

SICK LEAVE

Sick leave is accrued per pay period based, up to 12 days per year

This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

12/2017

Trempealeau County Position Description

Name:		Department:	Department of Land Management
Position Title:	GIS Specialist and Real Property Lister	FLSA:	Non-Exempt
Date:	January 2018	Reports To:	Land Records Modernization Coordinator

Purpose of Position

The GIS Specialist/Real Property Lister provides support and expertise to assist in organization, development, and maintenance of the Geographic Information Systems (GIS). The position also is responsible to maintain accurate legal property descriptions and ownership, assessment and other information for all County real property parcels which are guided by §70.09. The position also assists in the maintenance and compliance of Trempealeau County's Comprehensive and Subdivision Ordinances. The work is performed under the direction of the Land Records Modernization Coordinator of the Department of Land Management.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists the Land Records Modernization Coordinator in the following: designing, creating, developing, and maintaining the geographic and land information systems point, arc, and polygon layers including but not limited to PLSS, Parcels, Hydrology, Transportation, Boundaries, Zoning, Address, and associated layers through the use of digitization, coordinate geometry, aerial photos, scanned documents or other sources. Also maintain quality and accurate relational databases and Geodatabases integrated with parcel maps.

Assist in preparing custom menus, layer structure, and data files for mapping of data. Troubleshoot computer-operating problems. Create document templates.

Acquire and convert data from outside sources such as Federal and State agencies which may require knowledge and understanding of converting maps/data sets from different coordinate systems. Also record, file and index maps, field notes, computations, and other related information into computerized system.

Provide information to county personnel, property owners, government officials, municipalities, real estate agents, financial institutions, and others regarding tax parcel information, county maps, mapping procedures, and computer use. Assist in the search of land boundary information.

Prepare a variety of written materials and correspondence, including metadata, process documentation, and training manuals.

Coordinates real property taxation matters and records between the County and taxing jurisdictions.

Updates taxpayer information from the latest documents recorded in the office of the Register of Deeds. Updates computer records and values with changes. Prepares assessor work rolls for updating value changes. Prepares assessment rolls and notices of assessment changes.

Runs reports from compiled computer records for the municipalities, county and state use. Assists Trempealeau County Treasurer in preparation of tax work rolls, lists, and tax and personal property bills for municipal clerks/treasurers. Assists municipal clerks/treasurers with property splits.

Provides tax information, parcel numbers, parcel maps, property descriptions, values and other real property listing information to abstractors, real estate brokers, appraisers, utilities, surveyors, attorneys, landowners, local governments, county departments, state government agencies, federal agencies and the general public. Provides land ownership information to prepare plat books. Alerts attorneys and land owners regarding deed irregularities. Assists municipal officials in setting up TIF districts.

Researches records in various public offices. Reads and interprets legal property descriptions.

Prepares parcel maps using computerized mapping software. Records related information into computerized records.

Prepares and gives presentations to Town Association members regarding tax listing.

Establishes and reviews office policies and procedures to ensure compliance with county ordinances, and state and federal laws, rules and regulations.

Maintains knowledge of land recordkeeping methods and tax listing policies, procedures and mandates. Along with knowledge of computer-aided mapping systems, geographical information systems, and land records modernization methods. Attends training meetings, workshops and conferences.

Maintain membership in Wisconsin Real Property Lister Association (WRPLA), Wisconsin Land Information Systems (WLIA), and Trempealeau County's Land Information Council.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Participates in meetings as requested. Photocopies deeds and other materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Geography, Cartography, or related field with an emphasis in Geographic Information Systems (GIS) or an Associate's degree in Geographic Information Systems (GIS) and two years GIS experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Working knowledge or vocational/technical training in real property assessment and computer recordkeeping, three to five years land and real estate recordkeeping, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Working knowledge of ESRI Software products including, but not limited to ArcGIS Desktop 10 or newer and Microsoft Office Products required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as computer software operating manuals, maps, plat books, certified surveys, tract index, tax assessment rolls, tax bills, aerial photographs, state statutes, warranty deeds, quit claim deeds, land contracts, final judgments, court orders, accounting methods, engineering manuals, financial reports, vouchers, time sheets, budgets, and non-routine correspondence.

Ability to communicate orally and in writing with property owners, assessors, soil testers, real estate brokers, appraisers, attorneys, abstractors, surveyors, utility companies, state and federal agency personnel, taxing jurisdiction clerks and treasurers, County Board Supervisors, Treasurer's office, Register of Deeds office, and other county departments.

Mathematical Ability

Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; requires the ability to perform mathematical operations involving basic algebra and geometry.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, intimidation and dust may cause discomfort and poses a limited risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date