

# Trempealeau County Opening GIS Specialist/Real Property Lister

Seeking a full-time or part-time GIS Specialist/Real Property Lister.

## **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 / BENEFITS:**

The 2018 starting wage for this non-exempt (full-time or part-time) position is \$18.82 to \$21.38 per hour, depending upon qualifications with potential future earnings up to \$25.66 per hour. Regular hours Monday through Friday 8:00 a.m. – 4:30 p.m. Full-time hours based on 80 hours bi-weekly. Part-time hours to be determined and will result in pro-rated benefits. Trempealeau County's compensation plan considers annual wage step increases. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

All required application materials may be found at [www.tremplounty.com](http://www.tremplounty.com)

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**Open Until Filled**

### **Trempealeau County Human Resource Department**

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

Telephone: 715-538-2311 ext. 224

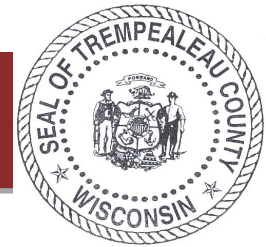
Fax: 715-538-4776

Email: [personnel@tremplounty.com](mailto:personnel@tremplounty.com)

Visit our website at [www.tremplounty.com](http://www.tremplounty.com)

Equal Opportunity Employer / Affirmative Action

# 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.

In addition, the County pays for the employee's deductible through a flexible spending account. When an employee is eligible for health insurance, the County puts the full amount of the deductible, \$500 for a single plan and \$1000 for a family plan, in the account for the employee to access when needed. To receive that money, complete a short form (paper or electronic) and submit a copy of the Explanation of Benefits (EOB), bill, or receipt. Payouts occur weekly.

*Please note: This benefit must be approved annually through the County Board.*

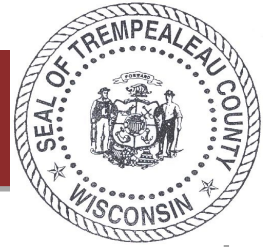
All plans include the same benefits. You choose the provider network.

### 2018 Employee Trust Funds (ETF) area plans include the following:

2018 Health Insurance Rates	Single Plan Monthly Premium	Family Plan Monthly Premium
Quartz-Community	\$79.60	\$195.90
HealthPartners Health Plan	\$270.70	\$673.30
Security Health Plan Central	\$442.30	\$1102.60
WEA Trust Northwest	\$478.90	\$1194.10

### 2018 Health Insurance Benefit Snapshot

Annual Medical Deductible	\$500 individual / \$1,000 family When an individual within a family plan meets the \$500 deductible, benefits apply as described below Deductible applies to annual out-of-pocket limit (OOP) Medical deductible does not apply to prescription drugs
Routine, Preventive Services as Required by Federal Law	Plan pays 100%
Emergency Room Copay	You pay \$60 copayment per visit
Prescription Drug Coverage	Tiered system with co-pays starting at \$5
Annual Wellness Incentive	\$150 gift card for employee and spouse/when annual physical or wellness screening is completed



## **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

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

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### 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.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date