



FORT BEND CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

Position Title:	GIS Technician I	FLSA Category:	Non-Exempt
Division:	Geographic Information Systems (GIS)	Position Type:	Full-Time
Reports to:	GIS Land Records Manager	Pay Grade:	111

Job Summary: This is an entry-level position for the purpose of creating and maintaining cadastral maps for assisting in valuation procedures. They will be responsible for providing mapping as well as data and records analysis.

Essential Functions: *(Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.)*

- Use of Esri ArcGIS software and Orion appraisal software
- Research of legal documents
- Gathers and compiles data for admin processing in Orion software
- Maintain GIS parcel database using legal documents not limited to recorded plats and deeds
- Maintain GIS entity boundaries using documents not limited to annexations and de-annexations
- Research deeds to identify data inaccuracies
- Rectifies boundary line disputes.
- Conduct all public contacts in a friendly, courteous, consistent, and professional manner at all times
- Other duties as assigned

Required Skills/Abilities:

- Familiarity with Windows-based computer required. Intermediate to advanced proficiency with the Microsoft Office suite and appraisal district related software preferred.
- Intermediate knowledge of Esri GIS software.
- Knowledge of appraisal district operations.
- Excellent verbal and written communication skills.
- Organized with high attention to detail.
- Analytical and critical thinker

Education and Experience Requirements:

- Associate degree or Certificate in GIS studies or college-level coursework in cartography, computer drafting, geography or a closely related field.
- Prior experience with GIS software preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

FBCAD does not discriminate on the basis of race, color, creed, age, religion, national origin, sex (including pregnancy), sexual orientation, sexual preference, gender identity or disability (physical or mental), and any other characteristic protected by law.