

FAIRFIELD COUNTY

**JOB TITLE: GIS ANALYST/FIELD REPRESENTATIVE
DEPARTMENT: ASSESSOR**

GENERAL STATEMENT OF JOB

Under general supervision, prepares, updates and maintains maps for the county including ortho photography, tax maps, indexes, etc. Researches land transfers; performs field checks as needed; communicates with various individuals and groups in resolving tax map problems; etc. Utilizes a variety of types of information and accepted appraisal methods in order to estimate a fair market value of residential, commercial and agricultural property in Fairfield County for the purpose of ad valorem taxation. Performs a variety of other related duties such as updating property cards and records, drawing parcels for tax maps, processing mobile home moving permits. Reports to the Deputy Assessor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs maintenance for the cadastral layer of the GIS system concerning property ownership, zoning, townships, county owned property, streets, special districts, municipal annexations and jurisdictions, and other subjects. Comprising data for over 696 square miles and approximately 18,000 parcels.

Inspects ortho photos, digital check plots and digital data for accuracy, completeness, and reconciles the information with existing maps and county database.

Assists the Appraisers in parcel location and size for property valuation.

Performs field checks as needed in determining difficult decisions related to mapping.

Communicates and establishes effective working relationships with other government employees, surveyors, and property owners in resolving tax map problems.

Operates and utilizes various equipment, machinery and tools including copier, GIS, etc.

Resolves any problems pertaining to cartographical information through title research for the general public and county personnel.

Responds to the public and staff inquiries concerning mapping and legal descriptions questions.

Draws tax maps from descriptions in deeds and plat drawings when available, assist appraiser with appraisals by correcting property lines, acreage and location of property on the tax maps.

Researches deeds and plats in the Clerk of Court's office and sometimes information from Surveyors, to

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properly fit a parcel in its correct location on the tax maps.

Prepares changes and modifications to tax maps when taxpayers complain of incorrect tax bills due to incorrect acreage or incorrect shape of property on tax maps.

Assists the public with location of properties on tax maps; assists in finding the correct map sheets and aerial from the index grid before placing an order to purchase.

Reproduces tax maps (copies) and Aerial photographs for office use and other departments, outside agencies, and sale to the general public.

Receives plats and assigns parcel numbers.

Makes district changes due to Annexations and TIF changes.

Make changes in GIS (Arc View), and then transfer updated information into the Parcel Mapper system.

Appraises the value of property based on a number of factors including zoning, building codes, neighborhoods, improvements made, quality of construction, age of building, extent of depreciation, market values, potential gross income from rent or lease, etc.

Reviews various documents and reports including record cards, depreciation schedules, photographs, architectural drawing, deeds, surveys, plot plans, mortgages, leases, etc.

Handles property transfers, which involve updating, and adjusting property cards.

Handles inquiries/complaints regarding appraisal values and provides information in defense or justification of assessed values.

Utilizes an assortment of types of machinery and equipment in the performance of daily tasks including computer, copier, general office equipment, telephone, triangles, drafting equipment, scales, compasses, and drafting pencils.

Coordinates with other departments to handle any GIS concerns County wide.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

Considerable knowledge of principles and practices of drafting standards and techniques.

Considerable knowledge of the Fundamentals of Geometry.

Considerable knowledge of Aerial photography and digital data for tax mapping purposes.

Some knowledge of Applicable computer hardware and software.

Compliance with Zoning and Development changes in the County Ordinances.

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Some familiarity with UNIX, AML, ARCVIEW and ARCMAP-ARCINFO programs.

Thorough knowledge in title researching and Real Estate terminology.

Knowledge of the three approaches in appraising property.

MINIMUM TRAINING AND EXPERIENCE

Education and Experience:

Associate Degree from a two-year College or Technical School in Computer Assisted Drawing or Civil Engineering; prefer two (2) years of experience in Mapping, Graphic Design Systems and/or GIS experience. Any combination of education, training and experience which provides the required knowledge skills and abilities required for the job. Must possess a South Carolina Real Estate Appraiser License or be able to obtain one with 2.5 years.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of automated office machines and other equipment including computer, copier, calculator, planimeter, drafting instruments, etc. Must be physically able to exert up to fifteen pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Demands are in excess of sedentary work; position involves walking, standing, stooping, crouching, and/or reaching for brief periods of time. Must be able to lift and/or carry weights of approximately thirty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of complex documents and reports relative to appraisals, etc. Requires the ability to prepare various documents and reports including property record card, change sheets, ratio studies, and general correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, attorneys, property owners, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as real estate appraising, legal system related real estate, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; apply principles geometry; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and other equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of state and local tax laws and principles, methods, and techniques of real property valuation as they pertain to the position. Understands requirements of state Department of Revenue and proper tax-related forms used by appraisers. Has good geographical knowledge of County. Has considerable knowledge of regulatory permits and requirements regarding the operations of the Assessor's office. Is able to perform necessary inspections of property to determine conformity with standards and requirements as related to the operations of the department. Is able to read, interpret and utilize various maps, blueprints, and diagrams. Has the ability to compile, organize, review, analyze, and maintain various records, reports, forms, and related information in an effective manner. Is able to read, understand and complete written requests and work assignments. Has comprehensive knowledge of the terminology used within the department. Understands computer terminology as necessary in the performance of daily activities. Has the ability to schedule daily activities and to establish short and long term priorities in order to meet established goals. Is able to prioritize work assignments and to complete such duties in a timely manner under deadline. Has the mathematical ability to handle required calculations including statistical inference. Is skilled in utilizing various office equipment and other tools necessary in the performance of routine activities. Has the ability to utilize common sense understanding and independent judgment in routine and non-routine situations. Is able to communicate effectively with a wide variety of types of individuals and is effective and courteous in such communication. Is aware of, and is able to complete, the necessary certification requirements as they pertain to the responsibilities and duties of the position. Has the ability to perform required duties and responsibilities in adverse weather conditions.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

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Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, the Chief Appraiser, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.**