Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title:	Assessment/GIS Technician
Department:	Assessors
FLSA Status:	Non-Exempt
WC Code:	8810
Effective Date:	February 1, 1998
Last Revised:	May 9, 2017
Pay Grade:	A11
Union:	AFSCME

SUMMARY
Performs specialized clerical support duties to maintain and process records and data of the assessment and Assessor's geographic information system (GIS); assists assessment/appraisal staff with data entry, assessment and research of data, and assists in the preparation of the final product (maps/reports); does related work as required. Work is performed under the direct supervision of the Assessor or their designee who reviews work primarily on the basis of results attained. Supervision is not normally a responsibility of positions in this classification

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Updates, maintains and creates GIS layers to represent current conditions. Works with Cartographer/GIS Techs to update cadastral data.

2. Assists in the development and maintenance of assessment records by performing data entry and other maintenance of various databases.

3. Assists in the development of automated procedures for accessing the assessment, GIS and other database systems.

4. Assists in performing research, interprets and prepares cartographic and geographically referenced source data for digital input.

5. Assists in establishing and preparing standard map formats, queries and reports.

6. Maintains specialized records and files related to personal property.
.

7. Assists in assessing the reliability of input data.

8. Checks and evaluates assignments for accuracy in terms of positional tolerance, completeness and conformance with design criteria.

9. Documents work completed in conformance with established procedures (data dictionary).

10. Provides technical assistance to others on assigned projects and serves as a resource person to other staff on assessment and GIS related topics.

11. Prepares journal vouchers to change entries on tax and assessment roles.

12. Enters and balances assessment records and supplemental processing.

13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervision is not normally a responsibility of positions in this classification.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Requires knowledge different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; general office practices and procedures; recordkeeping. Some knowledge of geographic information system operations, terminology, data analysis ad mapping. Ability to organize, file and retrieve materials and documents; retrieve data from records, keep and arrange it for reporting/mapping purposes; research problems, determine source of error ad correct; and establish priorities and organize own workload.

EDUCATION AND EXPERIENCE
High school graduation or equivalency; and two years of experience progressively responsible clerical duties with computer operations involving maintenance of databases, preferably GIS; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT
The most common consequence of error would involve errors or omissions, breach of confidentiality or lack of sensitivity to issues; all of which could result in embarrassment to the department and county, financial loss and litigation.

JOB CONTACTS
This position generally has contact with the other county officials, state and federal officials and agencies, professionals in the field, news media and the public to receive or provide information.

LANGUAGE SKILLS
Ability to maintain effective working relationships with other County departments, outside agencies and the general public; deal courteously and tactfully with general public; and communicate effectively both verbally and in writing.

MATHEMATICAL SKILLS
Mathematical aptitude to perform basic calculations.

REASONING ABILITIES
Ability to use independent judgment in making decisions within prescribed policies and procedures; and collect and assist in analyzing data in order to input data for the preparation of maps and graphics.

OTHER SKILLS AND ABILITIES
Skill in the operation and use of computers to maintain and update databases. Skills in the use of computer aided devices and software such as graphic work stations, digitizers and GIS software helpful.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.
.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Work is performed in an office environment. Incumbents are required to perform considerable work on a computer terminal. This position is impacted by urgent time deadlines (various reporting and filing requirements), repetitiveness (data entry), uncontrollable work flow; need for extreme accuracy, attention to detail and the need to shift attention before tasks are completed (data entry, telephone interruptions).

PHYSICAL REQUIREMENTS
The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☐	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☐	☒	☐	☐
☐	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☒	☐	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☐	Lifting strength	**# of pounds = 25**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☐	☒	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☐	Operation of motor vehicle	☐	☒	☐	☐

Speech, Vision & Hearing

☒	Distinguish colors	Yes: ☒ No: ☐			
☒	Distinguish shades	Yes: ☒ No: ☐			
☒	Depth perception	Describe: Aerial Photographs, Maps			
☒	Ability to hear	Normal Speech Level: Conversation			
☐	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

		Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐