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Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION:** GIS TECHNICIAN

*This position is open to the County Employees and General Public.*

**POSITION NO:** 036

**STARTING SALARY:** \$29,380 - \$32,859

**DEPARTMENT:** ASSESSOR (700)

**PRIMARY RESPONSIBILITY/FUNCTION:** Responsible for the utilization of Geographic Information Systems software to input and reproduce computerized maps, graphics, representations, and data analysis.

**EXAMPLES OF WORK:**

- Creates property ownership parcel maps by computer using data such as deeds, surveys, subdivisions, aerial photography, topographic maps, and computer printouts of land parcels and legal descriptions.
- Utilizes information and compiles plats files from various outside agencies.
- Links the computer mapping system to the CAMA/CCW database system for the creation of a topologically correct GIS map.
- Edits maps by ensuring alignment to control points, checking text for size, style, placement, and accuracy and refining boundary lines.
- Utilizes GIS software to separate digitized maps into layers of information such as base layer, streets, hydrology, street centerlines, building outlines, parcels aerial photography, etc.
- Produces large composite maps by merging single maps; prints maps for County use and for sale to the general public.
- Updates maps in computer system as changes occur and using various technical editing processes available in cartographic and GIS software.
- Checks for data entry errors, produces an error report and forwards report to the Real Estate Department for corrections.
- Creates map composition files using GIS software.
- Creates Query Analysis reports for routine Assessor Office business and any special reports requested by outside sources.
- Updates CAMA and GIS map data for downloading to active websites.
- Uses technical software needed to create acreage reports for the Assessor's staff.
- Reproduces maps on map plotters, LaserJet printers, laser scanners, and copier machines.
- Maintains hardware equipment and reports malfunctions as necessary; installs software and software updates.
- Performs other related duties as required.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Completion of high school or GED equivalency with advanced training in computerized graphics, drafting, mapping, or a related field; considerable mapping or drafting experience; or in any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

**OPEN DATE:** 05/11/2018

**CLOSE DATE:** 05/25/2018 (5:00 p.m.)

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

11 May 2018

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