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GIS Cadastral Mapper

Summary

Title:

GIS Cadastral Mapper

ID:

2018-5-CAD

Department:

GIS & Cadastral

Application Deadline:

06/01/2018

APPLY ONLINE AT
jobs.BCPAO.us

Description

Exempt: No

Department: GIS & Cadastral Services

Reports To: Senior Director, GIS & Cadastral Services

Location: Titusville Office

Pay Grade: 6 / \$35,241-\$52,862, depending on experience

GENERAL DESCRIPTION OF POSITION

Under the general direction of the Department's Senior Director, performs skilled technical cadastral work for the development and maintenance of the Property Appraiser's official assessment maps. Tasks involve a high degree of responsibility and independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts research, validates and compiles all pertinent data from the Brevard County public record pursuant to recorded legal instruments as well as from discovered/submitted unrecorded legal instruments in order to maintain or create the Property Appraiser's Official assessment maps.
- Maintains or creates the official assessment maps and supporting associative maps through the utilization of coordinate geometry (Cogo) software, manual drafting techniques and the computer aided mass appraisal (CAMA) system.
- Provides assistance to all PAO staff, attorneys, title companies, the public, the private sector and various governmental agencies in reference to metes & bounds property identification, metes & bounds splits, lot & block splits, property size/boundary research, and property title research as it relates to the accuracy of the tax roll and

the Property Appraiser's official assessment maps.

- Provides assistance with map and data sales, performs custom research, and creates custom maps or exhibits as directed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

- High school diploma/GED, along with knowledge of a specialized field, such as geography, GIS, engineering, manual and digital drafting, boundary survey, geomatics, etc.
- Education equal to 2 years of college, plus 2 years related experience and/or training; or equivalent combination of education and experience.
- Florida driver's license.
- One or more of the following designations is preferred at hire: Certified Cadastralist of Florida (CCF), Certified Cadastral Mapper (CCM), Certified Master Cadastralist of Florida (MCF), and Certified Geographic Information Systems Professional (GISP). If not in possession at hire, successful completion of the Certified Cadastralist of Florida (CCF) training program and receipt of the CCF designation is required within a reasonable period.
- A comparable amount of training, education or experience can be substituted for the minimum qualifications.

LEADERSHIP

Employees in this position have guidelines for their work, but they determine the approach for doing the work. Their supervisor focuses on the outcomes of their work.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

COMPLEXITY

Employees in this position perform entry level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. Their work involves statistics, operations analysis, or forecasting.

DECISION MAKING

Employees in this position work in a responsive environment where co-workers or citizens bring problems to them for resolution. They are responsible for determining the problem and creating an individual solution for the issue.

RELATIONSHIPS

Employees in this position work with less than ten co-workers who are mostly engaged in the same activities as them.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed and some incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description.

EMPLOYEE BENEFITS

Brevard County Property Appraiser Benefits For Both Part Time And Full Time Permanent Deputies

- 12 Vacation Days per Year *
- 11 Paid Holidays per Year *
- 12 Sick Days per Year *
- Participation in the Florida Retirement System
- Direct Deposit
- Deferred Compensation Program

* Part time permanent employees receive leave accrual and holidays on a pro rata basis.

For Full-Time Deputies Only

- Health & Life Insurance
- Dental, Vision, and Dependent Health Insurance available at group rates

VETERAN'S PREFERENCE

Veteran's Preference in appointment applies when candidates are considered substantially equally qualified for a position. In that case, pursuant to Florida law, the veteran must be given preference.

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