

## **MARTIN COUNTY PROPERTY APPRAISER**

### **JOB TITLE: GIS Mapping Technician**

**SUMMARY:** The Geographic Information System (GIS) Mapping Technician is responsible for cadastral/parcel map editing and maintenance; creation of parcels, ownership records and property descriptions for assessment purposes. Reviews, understands, and interprets legal descriptions on recorded deeds. Performs property combinations or splits to create new parcels in accordance with recorded deed-legal descriptions and plats. This position reports to the Ownership & Mapping Department Manager. The work is reviewed through observation, quality checks and achievement of performance measurements as described in an annual performance review.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

- Understand and execute the Property Appraiser “Open Door Policy.”
- Create, split or combine parcels in GIS as needed by interpreting descriptions of recorded plats, deeds or requests in an ESRI ArcGIS environment.
- Assign new parcel numbers, determine parcel description of new parcels, and validate correct documented ownership.
- Review, understand and interpret legal descriptions to identify parcels.
- Research and interpret resource materials, such as deeds, plats, Public Land Survey System (PLSS), aerial or ortho photographs, maps, property surveys/sketches and road right-of-way maps to ensure property line location.
- Conduct title searches to verify chain of title via public records.
- Troubleshoot and provide applicable notification when errors are discovered within legal instruments in an effort to resolve and avoid transferring such errors into the tax roll and maps.
- Organize workload to meet or exceed expectations, and accurately complete all duties in accordance with established office standards and time frame.
- Protect property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintain records in proper manner and detail, ensuring the accuracy, completeness and currency of the data.
- Comply with established procedures, policies, statutes and deadlines.
- Other duties as assigned.

#### **OTHER SKILLS AND ABILITIES:**

- Must have high level of attention to detail and quality control mindset.
- Knowledge of legal descriptions, county assessment maps and aerials and have the ability to read and plot metes and bounds descriptions. Knowledge of Martin County is helpful.
- Should be able to analyze and interpret technical procedures, and legal and recorded documents.
- Understand the parcel ID coding system.
- Proficient in Microsoft Word, Excel, Access and Outlook. Become proficient with CAMA program and other software programs as they apply to the work performed.
- Exhibit regular attendance, dependability and promptness.
- Establish and maintain effective working relationships with staff and the public.
- Ability to work independently, be self-motivated and task oriented.
- Communicate clearly and effectively, both verbally and in writing with members of the public, and internal and external customers.
- Exhibit dependable, team-player attitude
- Possess a valid Florida driver’s license.

**EDUCATION AND/OR EXPERIENCE:**

Associates degree from a 2-year college or related certification from a technical school, and 6 months to 1 year of experience in mapping/surveying or equivalent combination of education and experience.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is regularly required to sit, stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop or lift up to 10 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual regularly works in an office environment.

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.

SALARY RANGE: \$40,077 minimum (salary max under review)

CONTACT INFORMATION: Martin County Property Appraiser's Office  
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