



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

PO Box 149012 Austin Tx 78714-9012

Office at: 8314 Cross Park Dr, Austin Tx 78754 (512) 834-9317 TDD (512) 836-3328

www.traviscad.org

JOB OPPORTUNITIES

Date: August 2018

Division: GIS

Job Order No: 2018131201

Closing Date: Until Filled

Job Title: GIS Technician

Salary: Depending on Experience

ESSENTIAL JOB FUNCTIONS:

Under supervision, perform a variety of advanced skilled duties including but not limited to updating existing and creating new parcel maps and index maps as required. Update and maintain an appraisal database with ownership and entity changes. Assist other divisions, agencies and the general public with information regarding GIS information. Knowledge of pertinent laws, rules and policies, and their applications to each activity.

Must review, identify and accurately update & draw recorded subdivisions, condominiums, Deeds, Rights of Way, surveys, condemnations and taxing entity boundary changes utilizing the metes and bounds descriptions in those documents. Conduct ownership and acreage research. Administer taxing entity codes, prorate procedures, merging and splitting parcels. Update and maintain situs addresses. Entering all in an appraisal database and a GIS database. Identify improvements and other objects on aerial photographs, produce hard copy maps, pdf maps and shapefiles as requested and assist other divisions, agencies and the general public with information regarding real property issues, the availability and latest update made on appraisal district maps. Handle functions that require knowledge of tax laws. Perform other related duties as required.

QUALIFICATION REQUIREMENTS:

- 2 years college preferred, will consider equivalent work experience
- Must have minimum of 3 years clerical experience. May substitute 30 hours of college for year experience
- Must have experience with Computer Assisted Design programs
- Knowledge of basic cartographic skills, cadastral data, and land survey practices a plus
- Must have ability to read complex directions and interpret mapping information
- Must have mastered basic math skills
- ESRI ArcGIS experience preferred
- Thorough knowledge of the uses and applications of general office equipment such as computer, scanners, printers, plotters and copiers
- Must have the ability to communicate effectively and professionally in person, on the phone or via email
- Must have stable work history
- Must meet established accuracy and productivity standards
- Must be able to work in the office Monday through Friday 7:45 am to 4:45 pm. and Sat. work as needed

Essential Physical Demands: Requires sitting most of the time, some standing, bending, kneeling, reaching and twisting upper body. Must use hands for data entry most of the work day, ability to see and read fine print and hand drawn sketches. Must be able to hear and speak both in person and by phone and lift up to 30 pounds.

Environment Factors: Indoor activity with constant exposure to video display computer terminal, interface with the public. Occasional noise. Moderate stress levels are constant with occasional significant stress. **Employee must be able to work overtime when needed with little or no prior notice.**

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.