



LANGLADE COUNTY JOB DESCRIPTION GIS TECHNICIAN

Department: Land Records and Regulations
Reports to: Director of Land Records & LIO
Grade/Wage: Grade 15, \$23.00-29.00
FLSA Status/Hours: Non-Exempt, 37.5 Hours per week
Revised: 9/30/2024

Summary:

The primary responsibility of this position is maintaining and revising parcel maps, and other maps, in a computer environment. The mapping will be developed for the Langlade County Geographic Information System (GIS). This position will work closely with the Land Information Officer and Real Property Lister.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Prepare and maintain parcel maps for the Langlade County GIS.
- Collecting data in the Register of Deeds office and other sources as needed to facilitate accurate mapping.
- Develop and maintain computer documentation for custom menus and macros for implementing new applications.
- Generating information from compiled information for GIS application.
- Using ArcMap, ArcGIS Pro, ESRI related applications, MS Windows, MS Office, AS400, LandNav, and other related software.
- Assists the public by producing map-related information, and answering questions.
- Assists with quality control and data validation for mapping projects.
- Assists LIO, Code Administrator, Real Property Lister as needed, including limited fieldwork if necessary.
- Assists other County departments with projects as deemed necessary.
- Assists with scanning maps and records for online retrieval.
- Any other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

- Associate degree or enrolled in a bachelor's degree program in the field of mapping, surveying, or related field; or equivalent combination of education and experience which provide the necessary knowledge, skills and abilities.
- Computer mapping experience with ESRI products.



Knowledge, Skills and Abilities:

- Ability to work with limited daily supervision and make accurate, rapid and independent decisions regarding work priorities and duties. Excellent organizational skills, high level of maturity with a strong degree of self-direction and motivation required.
- Working knowledge of computer hardware and software, and operating systems including ArcMap GIS, Windows Office, Word and Excel, AS400 and/or other related software.
- Knowledge of cartography, COGO, drafting, land surveying preferred.
- Ability to interpret aerial photography and legal descriptions.
- Ability to organize and effectively communicate verbally and in writing.

Technological Skills:

Working knowledge of ArcGIS, AutoCAD, ESRI products, Windows and Microsoft Office Suite.

Physical Demands: *The physical demands described here 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.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- The employee must have the ability and stamina to travel long distances on foot over sometimes difficult terrain in all types of weather.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.
- Normal office working environment with little or no discomfort from temperature, dust, noise, wetness or the like.
- The noise level in the work environment will range from quiet to moderately loud.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date