

**INGHAM COUNTY
JOB DESCRIPTION**

TAX MAPPING / GIS TECHNICIAN - EQUALIZATION

General Summary

Under the supervision of the Equalization/Tax Mapping Director, prepares and maintains property descriptions, maps and the permanent parcel numbering system for real property in the County for property tax assessment purposes. Assists in the maintenance of the County's planimetric, topographic, cadastral and other spatially related databases. These tasks are accomplished through research, gathering source material, data entry, digitizing and running custom software. Assists in the expansion and maintenance of GIS data files using ArcView software. Assists other County offices and local units of government with their responsibility for preparing tax assessment and special assessment rolls. Responds to inquiries from local officials, other County departments, title companies, banks, attorneys, and other interested parties regarding assessment and equalization related issues.

Essential Functions

1. Updates the digital cadastral database (i.e., "tax maps"), which change on a regular basis due to new parcel splits, combinations, and development of new subdivisions. Enters information on computer for splits, combinations ownership changes, and so forth. Assists in checking output from computer for accuracy.
2. Assists in the maintenance of the County's GIS land base parcel data; creates maps using GIS software; interprets civil engineering plans, plat maps and legal descriptions; conducts mapping research in the field and office; collects global positioning system (GPS) data, and performs calculations using algebra, geometry and trigonometry.
3. This position will utilize the following concepts: coordinate geometry (COGO), surveying, legal descriptions, local and state statutes as they pertain to subdivisions, annexations, and other documents of land division. Will create both standard and custom map products for both internal and external users.
4. Provides customer assistance, create maps, and analyzes complex geographic data. Essential functions include use of ArcView software. Reviews GIS spatial data for accuracy and completeness. Researches property ownership and boundary disputes.
5. Works closely with other county departments and local units of government with respect to geographic related data on a wide variety of projects. Coordinates activities with other county departments and provides technical support to county officials and taxpayers.
6. Checks legal documents and property tax related data received from the Register of Deeds or the public for possible changes to property descriptions such as ownership changes, land division, or land combination. Analyzes property descriptions to ensure their accuracy by comparing them to adjacent parcels to ensure proper closure and

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- coincidents with the boundaries of adjacent parcels. Makes title searches by researching old documents and consulting with title companies and customers.
7. Maintains and updates the County's permanent parcel numbering system.
 8. Communicates with local assessors and township supervisors about possible property changes or description problems. Assists County Treasurer's Office, other County departments, and local officials with questions pertaining to tax certification of legal descriptions to be recorded, history of delinquent tax parcels, Land Division Act, and the State Remonumentation Project.
 9. Assists the public by telephone or in person, including taxpayers, banks, title companies, mortgage companies, realtors, and surveyors providing information on property descriptions, assessment values, tax histories, tax numbers, ownership boundaries, and related information.
 10. Attends conferences, workshops, classes and the like to remain current with respect to geographic related technology.

Other Functions

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation with the equivalent of at least one year of college level coursework in the areas of cartographic and/or surveying principles, Geographic Information Systems or Computer Aided Drafting.

Experience: Two years of experience including the research and retrieval of public records, mapping principles and design, drafting, word processing, and property description software. Applicants must have a thorough knowledge and understanding of basic cartographic principles and spatial analysis with the ability to read, understand, and work from plats, deeds, legal descriptions and drawings. Working knowledge of ArcView and related Geographical Information System software is essential.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer terminal.
Ability to lift and carry boxes of computer paper and load to computer.
Ability to access maps.
Ability to file and retrieve documents from departmental files.
Ability to lift boxes and books weighing up to 25 lbs.
Walks on all types of variable land terrain.
Bending, stooping and kneeling to collect Global Positioning System (GPS) data.
Ability to travel throughout the County.

Working Conditions:

Works primarily in office conditions.
Conducts field research traveling throughout the County to collect GPS data.

