

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Assessment Office to fill one or more vacancies in the following job classification.

Job Classification: GIS Technician
Location: LaSalle County Assessment Office

Department: LaSalle County Assessment Office
707 E. Etna Rd., Room 262
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday

Wage: \$23.25 per hour after 6 months \$23.75 per hour

Position is: **Union (Grade 6)**
See Job Description for Duties, Minimum Qualifications and Physical Demands.

Interested persons should apply by May 5, 2023. Applications can be found on the LaSalle County Website, lasallecountyil.gov. You will need to complete the County application and return it to:

LaSalle County Assessment Office
707 E. Etna Rd., Room 262
Ottawa, IL 61350

Or Email: assessor@lasallecountyil.gov

LaSalle County

Job Description



Job title: GIS Technician

Work Location: 707 E. Etna Rd., Ottawa, IL. 61350

Division/Department: Assessment Office

Reports to: Geographic Information System Supervisor/Deputy Assessor

Employment Classifications:

- * Full-time Part-time
- Exempt Nonexempt
- Salaried *Hourly
- *Bargaining Unit

Salary Grade: 6

Current Employee holding position is:

Essential Duties and Responsibilities:

The GIS Technician is responsible for the maintenance of the County's land records Geographic Information Systems (GIS) databases.

- Responsible for County's cadastral/parcel map maintenance. Cadastral/parcel maps are maintained using new and/or previously recorded documents such as subdivision as well as other plats, surveys, surveyor notes and/or deeds. Other sources could include aerial photography and brief legal descriptions contained within the County's databases.
- Process documentation and mapping parcel creation of divisions of land and/or combinations of land including but not limited to the following documentation:
 - Deeds
 - Surveys
 - Subdivisions/Condominiums
 - Annexations
 - Vacations
 - Combinations
 - Division by Request
 - Court Order of Judgments
- Assist in researching resources such as survey maps and legal descriptions in order to verify property lines and to obtain information needed to ensure an accurate cadastral and GIS databases.
- Assists Geographic Information System Supervisor in maintaining dual parcel number (assessor parcel and state approved) systems
- Compile accurate abbreviated tax legal descriptions as necessary
- Uses GIS to accurately calculate farmland assessment values
- Maintains County farmland land use layer including review of updates required by Filter Strip Applications, Forestry Plans, Conservation Stewardship Plans, etc.
- Performs farmland value calculations using GIS and imports results into County CAMA system
- Enters prior parcel land use and soil type records for historical purposes into County CAMA system
- Reviews and updates farmland land use when new aerial photography becomes available
- Coordinates with township assessors, assessment office field staff, and commercial/industrial valuation staff regarding identification and/or measurement of farmland land use types
- Complete additional GIS related tasks including GIS data creation, GIS data conversion and map production and cartography.

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- Assists the Geographic Information Supervisor and Property Tax System Coordinator in mapping legal descriptions for delinquent tax sale properties, as well as reviewing new TIFs and annexations to determine if any operating railroad parcels are included which are then reported to the County Clerk's Office.
- Assist taxpayers and/or the general public via the telephone and in-person at the counter.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- High School Diploma.
- Bachelor's degree in geography or related field or equivalent experience in cadastral mapping.
- Experience with ArcGIS Desktop and/or ArcGIS Pro
- Exhibit skill in interpreting land descriptions, maps, drawings, charts, plans, survey records and aerial photos.
- Ability to read map metes and bounds/legal descriptions, plat books, maps and software procedures manuals
- Expertise mapping and drafting techniques
- Understands the Public Land Survey System.
- Ability to communicate orally with customers, clients and the public in face-to-face, one-on-one setting or using a telephone.
- Excellent communication, problem solving, and analytical skills.
- Ability to interpret, identify, assess or diagnose a variety of instructions or information furnished in written, oral, diagram or schedule for and plan approaches that respond to problems or challenges.
- Ability to prioritize work and research information to complete work independently and multi-task duties.
- Team player with willingness to support departmental success

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.

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

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.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

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This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: