

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, GRADE 8  
40 Hour Week

### GIS TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs skilled geographic information systems work and calculations in the preparation and drawing of property description and assessment maps; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs independent responsible work in the preparation and drawing for assessment and planning purposes. The incumbent also performs related mathematical calculations and interprets data in response to public inquiries. The work is performed under the general supervision of the GIS Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, pushing, pulling, fingering, grasping, and repetitive motions, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written and computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative Only)

Draw and revise property maps of the County with respect to individual towns and cities and the sections contained therein;

Check recorded deeds, aerial photographs, and County and State highway prints to assure complete descriptions in drawing of parcels and rights of way;

Research conflicting descriptions of property lines utilizing the resources of various County departments;

Assist with the documentation of GIS spatial layers

Edit basic GIS Data

Participate in training to advance knowledge in GIS

Assist the general public in researching property information;

Answer questions from the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of geographic information systems, methods, techniques, equipment, and procedures for the calculations of areas for tax roll descriptions, ability to write GIS data specifications as well as proficiency in general cartographic skills; knowledge of legal descriptions of land and the laws and regulations dealing with the registration of deeds; ability to make accurate, neat, and legible maps using GIS; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree with at least one year experience in ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

---

#### Employee Acknowledgment

Eff. 01/01/98  
Rev. 07/01/98  
Rev 07/01/00  
Rev. 07/01/04  
Rev. 07/01/06  
Rev. 07/01/07  
Rev. 07/01/15  
Rev. 07/01/18