Okaloosa County Property Appraiser
Personnel Job Description

GIS Cadastralist

Location: Primarily based at Shalimar Office

Position Summary:

- Maintains GIS mapping database with respect to parcel boundaries and the associated appraisal C.A.M.A database and applying strict quality control procedures to ensure data accuracy.

- Provides necessary support for staff and appraisers to accurately identify and assess real property.

- Responsible for disseminating GIS and CAMA data to various in-house departments, county, city, and state departments.

- Provide training to staff in regards to GIS software and coordinate user GIS needs within the organization. Assist staff in producing needed maps.

- Interacts with the public and addresses their needs and concerns as it relates to GIS, assessment data, and parcel boundary information.

- Serves as the liaison between the Property Appraisers Office and the County's GIS department. Coordinates all efforts and projects associated with the PA's GIS system and other county departments concerning issues related to GIS.

- Monitors the intra-net and public websites, and provides the necessary GIS data updates.

- This position is considered a non-exempt position with the Okaloosa County Property Appraiser's office.

Essential Job Functions:

A. Subject Matter Expert in GIS/Mapping

- Proficient in cadastral mapping and the PLSS system.

- Experience with the following ESRI software products: ArcInfo, ArcEdit, COGO, ArcMap, and ArcCatalog.

- Fundamentally sound with Windows software and OS systems.

- Ability to explain computer-GIS related operations to others.

- Understanding of Networks and using Remote desktop sessions.

- Prepares GIS policies and standard procedures as needed. Utilizes cartographic principals in compiling and presenting text and spatial data on an aesthetically pleasing map.

- On a continuous basis, know, understand and implement GIS computer operations.

- Knowledge of the principles, practices, terminology, and trends in geographic information systems.

- Attends GIS Conferences and Seminars.

- Assess and understand GIS user needs and to fulfill those needs by utilizing the necessary GIS software.

- Learn specialized computer systems and software packages as required.
  Identify, analyze, define, develop plans and implement changes to GIS related system.

- Understand GPS Receivers and their uses.

- Coordinates and provides GIS support during EOC activation.

B. Real Estate Appraisal

- Skilled at reading and interpreting legal descriptions (metes and bounds), and surveys.

- Trained in C.A.M.A. systems; particularly A.C.S. systems.

- Knowledge of real estate appraisal methods and techniques.

- Understanding of, or the ability to research statues and ordinances governing appraisal of real property.

- Knowledge of general land/property values and area land use characteristics;

- Ability to perform title searches.

C. General

1. Supervises GIS/Mapping personnel (If applicable).

2. Can follow directions and adhere to details.

3. Is an independent thinker who can identify and solve problems objectively, while understanding how the solution will affect the organization as a whole.

4. Handle multiple assignments and work with interruptions.

5. Performs related duties as required

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, terminology, and trends in geographic information systems.

- Desired programming skills in any or all of the following languages a plus: DOS, python, ArcObjects, VBA, and Adobe Flex/Flash.

- Willingness to innovate and move the GIS department forward.

- Ability to communicate clearly and concisely, both orally and in writing.

Other Requirements:

Bachelor's degree in geography, geographic information systems, computer science or a related field and two years of GIS experience utilizing ESRI software OR Master's degree in geography, geographic information systems, planning, computer science or a related field and one year of GIS experience utilizing ESRI Software OR currently holding or previously held a GIS Coordinator or GIS Manager Position for two years, with 3 years of GIS experience utilizing ESRI Software.

Preference will be given to applicants with ArcObjects and/or ArcSde experience and/or SQL and/or Access experience, Vb.net and adobe flex, java script and DOS, as well Network administration and/or Desktop application experience. Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position. Have a Certified Florida Evaluator (CFE) designation or ability to receive the designation within a reasonable time frame. The use of vision, hearing, writing, and speech skills to communicate. Work inside and outside occasionally. All deputies employed by the Property Appraiser will serve at the pleasure and discretion of the Property Appraiser.