

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **GIS TECHNICIAN - ASSESSOR**

Spec No. 3261

### **BASIC FUNCTION**

To perform routine to moderately complex technical work in the creation, maintenance or retrieval of data from the county's geographic information system (GIS) for the Assessor's Office.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Conducts research and data collection; interprets plans, photos and maps; and interprets legal descriptions as required.
2. Prepares maps and reports for conversion of data from manually maintained form to digitally maintained form, including drafting as required.
3. Digitizes map data, including keying or coding of data and typing of tabular data, for insertion into the GIS database.
4. Creates, composes, modifies and edits GIS spatial and attribute data according to prescribed specifications and procedures.
5. Prepares check plots, maps, reports, exhibits or graphic displays as assigned.
6. Operates computer graphics input and output equipment as required.
7. Prepares software macros as required, documents procedures, and maintains records of completed assignments.

### **STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Completion of two (2) years of college or a technical school program in GIS, automated mapping, geography or cartography and one (1) year of GIS or automated mapping experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- local government mapping requirements and standards;
- GIS concepts and automated mapping procedures;
- computer mapping hardware capabilities and operations;
- cartographic principles and drafting procedures.

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## GIS TECHNICIAN - ASSESSOR

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- interpret maps and property legal descriptions;
- use GIS hardware and software to input, manipulate or edit geographic data;
- use GIS hardware and software to produce maps and reports;
- manually prepare or edit maps for digitizing;
- independently solve problems, organize work load and assume responsibility for meeting deadlines;
- understand technical manuals and follow established procedures;
- maintain required records and prepare necessary reports;
- effectively function as a team member;
- establish and maintain effective work relationships with clients, peers, vendors, associates, superiors and the general public.

### SUPERVISION

Employees receive general supervision from a technical supervisor or manager. Assignments are given indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be checked to assure adherence to instructions and conformance with established quality assurance or quality control standards.

### WORKING CONDITIONS

The work is performed in the usual office environment. Employees are on-call during off duty hours and are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1999

Revised: June 2000

EEO Category: 3 - Technicians

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous