

## **Hendricks County** **Job Description**

**Title:** GIS Technician

**FLSA Status:** Non-Exempt

**Department:** Engineering

**Supervisor:** GIS Administrator

### **PURPOSE OF POSITION:**

Updates and maintains subdivision boundaries in plat books and records and updates and maintains lots in the GIS computer system.

### **ESSENTIAL FUNCTIONS:**

- Maintains and updates subdivision boundaries drawn on Auditor plat books.
- Assigns parcel numbers to all new lots within Hendricks County.
- Enters all new, recorded lots into the GIS computer system, and updates the system with changes.
- Reviews all plats for accuracy prior to the plats being recorded.
- Calculates and submits annual reports verifying mileage of county roads and provides plat information and aerial photographs.

### **NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned, including, assisting with phone and front desk duties when needed.

### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Proficient computer skills
- Basic knowledge of a Geographic Information System (GIS) and CAD
- Ability to read and understand legal descriptions and blue prints
- Basic knowledge of surveying and mapping practices and techniques
- Ability to effectively and tactfully deal with other people
- Ability to communicate well, both verbally and in writing
- Attention to detail

### **RESPONSIBILITY:**

Incumbent independently interprets legal descriptions and plot plans to locate and draw subdivision boundaries in plat books and enter them into the GIS. Errors in work can

cause significant inconvenience to the public, and loss of time to the department. Errors in drawing property lines can result in litigation.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of GIS Technician in the Engineering Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name