

## GIS Technician Position Open

### Job Overview:

This position reports to the Data Systems Manager and will help maintain Appraisal District's existing GIS data and parcel attributes. They will also provide mapping, data analysis and records upon request from other departments and the public as necessary.

### Primary Duties and Responsibilities:

- Use of Esri ArcGIS software and Orion appraisal software to maintain Hays CAD's records.
- Conduct necessary research of legal documents (County Clerk's Office and other governmental websites) to determine necessary changes to be made to Hays CAD maps and appraisal records.
- Provide support to appraisal staff and other departments with maps and special projects.
- Required to register with the Texas Department of Licensing and Regulation (TDLR) and attend classes working towards a Registered Professional Appraisal designation. Continued employment contingent upon completion of all required courses within TDLR required time frame.
- Required to attend technical mapping training sessions.
- Performs other duties as assigned.

### Required Knowledge, Skills, and Abilities:

- Ability to clearly communicate with fellow employees, agents of Hays County's taxing entities and the public regarding the appraisal districts records and maps.
- Working knowledge of cartographic concepts and skills.
- Ability to read and understand deeds, legal descriptions, metes and bounds descriptions, subdivision plats, mapping and other software instruction manuals.
- Must possess critical and analytical reasoning needed to identify problems, then determine and apply technological solutions.
- Must have excellent customer service skills.
- Must have working knowledge of Esri ArcGIS 10.6 or higher.
- Ability to use Microsoft Excel, Word, Access and Outlook.
- Ability to successfully work individually or in team environment.
- Ability to sit for extended periods of time, entering data into computer.
- Ability to occasionally lift or carry 30 pounds.

### Education and Work Experience

- Associate or Bachelors' degree in Geography/GIS, Engineering, Computer Science or related field preferred.
- High school diploma or equivalent required.
- 2 years cartographic experience required.
- 2 years mapping with Esri ArcGIS software preferred.

### Benefits

Salary based on experience and qualifications. Benefits include health insurance provided by the CAD, Hays County Holidays, sick and vacation leave, retirement plan contribution matched 2:1 by the CAD.

**Resumes will be accepted until the position is filled. Final candidate must pass a background check. Please send resume and completed application form to [klockett@hayscad.com](mailto:klockett@hayscad.com).**