

The Manatee County Property Appraiser is seeking candidates for a GIS Cadastral Specialist position. If you enjoy problem-solving, related to property boundaries and land ownership and have prior GIS experience, you may be an excellent candidate for this role. This position involves working with spatial data, interpreting legal descriptions and supporting cadastral mapping using tools like ArcGIS Pro.

GIS Cadastral Specialist I	Salary Range: \$44,000-60,000 annually
GIS Cadastral Specialist II	Salary Range: \$44,000-66,000 annually
GIS Cadastral Specialist III	Salary Range: \$48,000-72,000 annually

Job Description Summary:

Under the supervision of the Director, Mapping Services and the Manager, GIS Cadastral Specialist, the GIS Cadastral Specialist, analyzes and reviews discrepancy documents and public requests to determine the proper course of action which often includes updating existing tax maps.

Job Duties and Essential Functions:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or are a logical assignment of the position.

- Review recorded and certain unrecorded discrepancy documents to determine the adequacy of legal descriptions and the right to convey. Perform research and analysis to determine the proper actions required to process the documents.
- Review public and in-house Mapping Department requests and perform the research and analysis required to fulfill or respond to the requests.
- Prepare correspondence requesting additional information required to process documents or resolve legal description and ownership discrepancies.
- Assist with public inquires in person or by telephone on questions pertaining to ownership. Assist staff from other departments who have questions regarding ownership, sales and parcel boundaries.
- Use ArcGIS Pro to update, split, combine and create cut-outs of existing map features.
- Use ArcGIS Pro to construct new map features such as parcels, districts, subdivisions, condominiums and cooperatives from survey plats and metes and bounds legal descriptions and coordinate geometry.
- Respond to inter-departmental requests for mapping related documents.
- Responsible for working certain edit reports and correcting the underlying problems.
- Communicate clearly, effectively and tactfully with the public on matters concerning ownership, sales and legal descriptions.
- Prepare information to initiate interdepartmental mapping packet work flows.
- Ensure all sensitive and confidential information is handled appropriately.

Knowledge / Abilities / Skills

- Ability to read and interpret legal descriptions on various legal documents including deeds, plats and surveys.
- Proficient in ArcGIS Pro.
- Ability to access various software applications and websites for retrieval of necessary data in order to make the required digital map updates.
- Knowledge of basic mathematical calculations as related to Land, Improvement and Ag values for split value purposes.
- Strong problem-solving skills with an eye for detail.
- Good communication and documentation skills.

Education/Licenses/Certifications/Experience

- Bachelor's degree in Geographic Information Systems, **or**
- Associates degree or technical diploma in surveying, engineering or cartography or 2 years of supporting geographic information systems by producing graphics, mapping or related support, **or**
- Two years of experience maintaining property records for tax roll purposes or interpreting survey plats and/or metes and bounds legal descriptions for other purposes, **or**
- Equivalent combinations of education, training and/or work experience.

Benefits:

- Health Insurance
- Dental Insurance
- Health savings Account
- Life Insurance
- Paid Time off
- Retirement plan
- Vision insurance

Working Conditions:

- Full time indoor office environment.

Ability to Commute to:

- Bradenton, FL 34205

Where to Apply:

Manatee County Property Appraiser
915 4th Ave W. Bradenton, FL 34206
Phone: (941)748-8208
Fax: (941)742-5665
Email to: barbara.richardson@manateepao.com

Closing Date: Open until filled