



Employment Opportunity

Please post in a location accessible to all employees

Position:	GIS Mapping Specialist <i>Permanent, Full-Time, Non-Exempt</i>
Department:	Tax Administration
Description of Duties & Responsibilities:	Maps and maintains records associated with real property within Jackson County. <ul style="list-style-type: none">• Reviews deeds and plats for intake and official certifications, assignment of parcel ID numbers.• Creates, maintains, and updates taxpayer accounts.• Data entry of deeds and plats for ownership transfer in the tax database.• Researches estates and other civil filings for tax ownership transfer.• Uses GIS for remapping of existing parcels, maps new parcels for subdivisions and recombinations. Uses specialty GIS tools for assignments of new parcel identification numbers.• Assists the public on the phone and in person with tax ownership, mapping related inquiries and sales analysis queries.• Offers support to the public and to other county offices in the use of the county GIS Property Mapping website, and other GIS land records applications and tools upon request.• Utilizes computer software applications to include email, spreadsheets, word processing, databases.
Education & Experience Requirements:	High school diploma or GED and three years of experience in GIS land records property mapping or an equivalent of education, experience, and training that would produce a concrete knowledge base of real property ownership and property mapping for the position required. Prefer an Associate or Bachelor's degree in related fields (GIS, paralegal, cartography, CAD, surveying) supplemented with ArcGIS mapping experience. NCPMA Property Mapper certification preferred or ability to acquire certification within two years required. A valid North Carolina driver license required.
Starting Salary & Benefits Information:	\$36,369.35 (Grade 22) Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities
Application Requirements	Submit a completed Application for Employment to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 NCWorks Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779 The Application for Employment is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
Closing Date:	May 17, 2021

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program*