



# OFFICE OF THE NASSAU COUNTY PROPERTY APPRAISER



**A. Michael Hickox, CFA**

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## GIS Specialist

**SALARY:** Commensurate with knowledge and experience.

**OPENING DATE:** October 1<sup>st</sup>, 2019

**CONTACT:** Jason Gregory (904) 491-7316 or [jgregory@nassauflpa.com](mailto:jgregory@nassauflpa.com)

### JOB DESCRIPTION:

Under the supervision of the GIS Director, responsible for the technical duties involved in the current and ongoing development, implementation and coordination of the Property Appraiser's Office GIS system. Performs related duties as assigned. This is a competitive classification.

<https://www.nassauflpa.com/wp-content/uploads/2019/03/Employment-Application.pdf>

### EXAMPLES OF WORK:

- Deeds and plat compilations related to Property Appraiser office and statutory requirements.
- Analyze and process complex recorded legal instruments for the purpose of updating ownership, legal description, taxing district, accurate land size, and sales information of real estate parcels.
- Interpret and plot complex legal descriptions in order to locate and identify parcels for customer requests and research, metes and bounds cut-outs and tie-tos, pro-rations and money cut-outs, and traversing plats with residue parents.
- Assist taxpayer by phone and in person with reading maps and legal descriptions by answering questions relating to deeds, resolving problems concerning legal name and description corrections, and providing information about the function of the office.
- Maintain property database (CAMA) and maps (ArcMap) making necessary corrections to both the current and prior year tax rolls including applying appropriate exemption codes.
- Modeling techniques such as GIS network modeling, surface modeling and/or complex spatial analysis involving integrated use of numerous data themes and layers, and synthesis involving complex map algebra, etc.
- Overlay analysis operations using both vector and raster tools.
- Database construction, developing normalized tables and interfacing with different database systems such as Access relational data repositories.
- GIS spatial application development techniques.
- Quality control and quality assurance functions, primarily on cadastral, topographic and natural data layers.
- Digitizing and data manipulation procedures for geographic information systems.
- Documentation of standardized metadata.
- Basic cartography methodologies.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of GIS concepts
- Considerable knowledge of the principles, practices and methods of GIS database development, management and maintenance
- Considerable knowledge and working experience with GIS products including, but not limited to, Esri products such as ArcGIS Desktop, ArcGIS Server 10.x and SDE
- Knowledge of legal descriptions, surveys, plats and terminology, title ownership, assessment and appraisal terminology, aerial photograph interpretation and right-of-way plans.
- Knowledge of all types of deeds, instruments, and methods of transferring ownership.
- The interpretation of graphic representations of infrastructure and the use of graphic materials such as blueprints, as-builts, site plans and legal descriptions in order to illustrate or clarify information.
- Coordinating and integrating information systems.
- Designing and testing complex database structures for storage and manipulation of spatial data.
- Exercise initiative and make independent decisions.
- Independently perform detailed work of a difficult nature with a high degree of accuracy.
- Effectively communicate orally and in writing at all levels.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

- Graduation from an accredited college with a degree in GIS, computer science, geography or closely related field
- At least two (2) years of education and/or experience in ArcGIS or CAD based systems is required.
- Preference will be given to candidates with a Certified Cadastralist of Florida designation or equivalent.