



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **November 27, 2017**
RE: **Job Posting – One (1) Full Time GIS Specialist**
Assessor Department

Duties and Responsibilities: Performs intermediate technical and paraprofessional duties in Land Records Division of the Assessor's Office; Prepares and maintains digital cadastral maps, digital lays of map information, and related spatial data; plots and prints recorded deeds and subdivision plats; interprets source data; resolves unidentified land descriptions; interprets legal descriptions; reviews plotted deeds and associated parcels for accuracy; maintains databases; thoroughly documents all changes made on system and forwards information to be encoded; assists citizens. performs related work as required. Work is performed under regular supervision. Reports to the Land Records Supervisor.

Qualifications: Through knowledge of computer systems, operations, data entry, and applications, including the GIS program; general knowledge of principles, practices, and techniques used in mapping real property; general knowledge of County geography; ability to read and interpret various land maps; ability to efficiently operate common office, mapping, and other related equipment and software required by position; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from a four (4) year college in geography, cartography, surveying, or other related field, and some experience in technical, cartography, surveying, and GIS work, preferably involving public contact.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731.

Deadline for application: **Open until filled**

Starting rate: \$16.69
Grade: 69A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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