

# **ADAMS COUNTY**

## **Assessor's Office**

### **GIS Specialist/Deed Processor/DMV Assistant**

Department: Assessor  
FLSA Designation: Hourly

Pay Grade: 5  
Effective Date: February 16, 2018

#### **Basic Job Description**

The GIS Specialist completes deed processing and mapping functions for Adams County Assessor's Office. This position also assists in other office functions and performs related work as required.

#### **Primary Function**

The principal function of this employee is to perform deed processing, platting, and mapping operations of Adams County. This position will also help operate all functions of the motor vehicle registration office. The GIS Specialist/Deed Processor shall provide effective customer service, records documentation, application assistance and research. The GIS Specialist/Deed Processor must possess strong clerical and customer service skills, and the ability to acquire knowledge of department functions through on the job training. The work is performed under the supervision of the Adams County Assessor. The principal duties of this position are performed in a general office environment or outdoors in inclement weather conditions. The work is performed in accordance with rules and regulations established by the Idaho State Tax Commission as well as the Idaho Transportation Department.

#### **Essential Duties and Responsibilities**

The following duties and responsibilities may vary by assignment;

- Maintains accurate ownership records through processing documents recorded in Adams County;
- Maintains county plats and digital maps to ensure property descriptions, boundaries, tax numbers and related documents are current, accurate and in compliance with Idaho Statutes and the Adams County codes and ordinances;
- Drafts legal descriptions with current software and convert data into GIS database for digital display;
- Clear and organized record keeping and research projects;
- Reads maps, plats, surveys and deeds;
- Assists appraisers, surveyors and the public at large with property inquiries and requests in a professional and timely manner;
- Answers office phone calls and assists customers with general information or direction to appropriate department or staff as needed;
- Performs all work duties and activities in accordance with Adams County policies, procedures and safety practices.

## **Other Duties and Responsibilities**

The following duties and responsibilities shall be performed as needed;

- Assists in the titling, registrations, and clerical duties of the Department of Motor Vehicles;
- Performs VIN (Vehicle Identification Number) inspections;
- Works with Idaho Transportation Department, Idaho Department of Parks and Recreation, and Idaho State Tax Commission personnel;
- Completes complex or difficult transactions and inquiries for customers;
- Handles cash from customer transactions;
- Assists the Assessor and other office personnel with various administrative tasks, such as application processes, proofing of data entry, and records management;
- Remains current on any required certification by attending courses, workshops and training seminars;

## **Requirements and Qualifications**

- High school diploma or GED equivalency is required;
- Two (2) years office experience and proficiency with computers and various computer programs and various computer programs is preferred, however any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Knowledge of Microsoft Office programs, such as, Word, Excel, PowerPoint, Outlook and any other standard office programs as part of operation of a personal computer, as well as the ability to operate other standard office equipment;
- Be able to use computerized mapping and drafting methods, techniques, procedures, and equipment as well as understand mapping and property description terminology;
- The ideal employee will be a team player with good customer service skills, the ability and willingness to learn and adapt to new ideas and procedures, and also be organized with attention to detail.