

# Tax Assessor - GIS Analyst / Appraiser I

DAWSON COUNTY GOVERNMENT EMPLOYMENT OPPORTUNITY

1.1.2.1 Internal Competitive

1.1.2.2 Open Competitive

Job Title: **GIS Analyst/Appraiser I**

Department: Tax Assessor

Salary: \$15.26 – \$16.59 hourly

Status: Full-Time/Hourly/Non-Exempt

## **APPLICATIONS ACCEPTED UNTIL 5:00 PM**

### Job Summary:

This position is to maintain tax maps and property records; the employee will utilize the Arc Geographic Information System (GIS) to maintain current Dawson County tax maps. This includes working splits, combinations, parcel line changes and ownership data stored in the mapping system. In order to complete all of the mapping requirements, the applicant must be able to interpret the deeds and plats. Using Arc GIS, the individual would be responsible for producing a variety of other maps for the Tax Assessor's Office; such as soil maps, delineate timber maps, neighborhood, and various other maps to assist in the appraisal process. The individual will be responsible for ownership & parcel records in the Dawson CAMA (Computer-assisted mass appraisal) system. Other duties include general assistance with regular projects or tasks performed by the Assessor's office including, but not limited to tax payer inquiries, field appraisals and appeals.

### Job Requirements:

Desired applicant must have experience or formal training in the areas listed above; using Arc GIS is required to perform essential duties. The individual will be expected to obtain an Appraiser 1 certification from the State Department of Revenue within the first year of employment; therefore the applicant is required to have common skills in conducting basic mathematical equations and have a high school diploma or equivalent. Individual should be able to interact with the public, provide good customer service, have an understanding of basic office equipment and computer skills. Individual must be a citizen of the United States or qualified to work in the United States, have no felony convictions, possess a valid Georgia driver's license, satisfactory driver's history, and pass a background check and a drug screening.

Applications are in the County Administration office and on our website at [www.dawsoncounty.org](http://www.dawsoncounty.org). Applications may be mailed or delivered to the Dawson County Human Resources Department, 25 Justice Way, Suite 2233, Dawsonville, GA 30534; Monday through Friday 8:00 a.m. – 5:00 p.m. All applications submitted are subject to public disclosure under the Georgia Open Records Act. Dawson County is an Equal Opportunity Employer and a Drug Free Work Place.