

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

GIS Technician

DEPARTMENT: Elkhart County Auditor's Office

HIRING RANGE: \$22.55-\$25.05/hour based on education and position related experience. Longevity pay after 3 years.

BENEFITS: Full benefits offered including free health & wellness clinic

POSITION TO BE FILLED: As soon as possible

HOURS & DAYS OF WORK: Monday 8:00am – 5:00pm, Tuesday - Friday, 8:00am-4:00pm

LOCATION OF POSITION: Goshen

TRAVEL REQUIREMENTS: None

JOB SUMMARY:

Creates parcel numbers in a parcel builder program and maps legal descriptions in mapping software. Processes deeds by verifying the legal description. Performs splitting of properties, combining parcels, processes plats, Wildlands, and various other duties. Assists abstractors, surveyors, title companies and attorneys with mapping questions while solving boundary disputes, deed issues and transfer history of map liens.

JOB REQUIREMENTS:

- Associates degree in GIS or related field
- Real Estate experience preferred
- Thorough knowledge of layout of legal descriptions
- Ability to count, compute, calculate & perform arithmetic operations
- Ability to operate standard office equipment including but not limited to; computer, scanner, calculator & printer
- Ability to work alone with minimal supervision as well as with others in a team environment
- Pre-employment background check

For additional information or to apply, visit www.elkhartcounty.com and click "CAREERS"

Elkhart County Human Resources
117 N. Second Street, Goshen, IN 46526
Telephone: (574) 535-6725 FAX: (574) 535-6750

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

Elkhart County is an Equal Opportunity Employer