**Allen County**

**Job Description**

**GIS ASSESSMENT TECH**

Department: County Assessor FLSA Status: Non-Exempt

Classification/Level: Professional, PG-5 Date: 04/2023

Under the direction of the Allen County Assessor, the GIS Assessment Tech is responsible for all land combinations and splits of over 160,000 Agricultural, Residential, and Commercial parcels in Allen County and processes all property transfers in the County. This position is Covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

**ESSENTIAL FUNCTIONS:**

* Researches, compiles, processes, and maintains market data to be used for residential and land valuation modeling, creation of visualization in GIS and regression analysis.
* Responsible for completing, verifying, and auditing the daily tax imports from the Allen County Auditor making sure that all the data is processed correctly, accurately and on-time.
* Processes land splits and combinations for all of Allen County ensuring that all aspects of the land are accurate for assessments.
* Splits parcels for assessment values for proration of taxes per title companies and/or taxpayer’s request.
* Creates new subdivisions from parent parcels in CAMA system, ensuring accurate ownerships, legal descriptions, addresses, parcel numbers and land sizes. Utilizes Eagleview and GIS mapping system to ensure accuracy.
* Updates neighborhoods and parcel numbers on annexed parcels in CAMA system.
* Updates all agricultural parcels, ensuring correct soil types, acreages, and land type (i.e., woods, till, non-till, ponds, etc.), removing ditches and right of way where needed. Ensures accuracy by utilizing tools and layers in GIS mapping system.
* Ensures class code for property use is correct and land is assessed according to Indiana Code.
* Provides guidance to the land team regarding land use, measurements and other land attributes using Geographic Information Systems (GIS).
* Builds ratio studies to measure levels of assessment according to Uniform Standards of Professional Appraisal Practice (USPAP) and IAAO standards for mass appraisals.
* Analyzes results of ratio studies to determine trending factors applied to annual adjustment for properties’ market value.
* Serves as liaison with other departments and outside agencies regarding the GIS parcel layer.
* Performs all other duties as assigned, including overtime as required.

**REQUIREMENTS:**

* High School Diploma or GED and two years’ experience with GIS and reading legal descriptions preferred
* GIS (ESRI) Training/Certification preferred
* Valid Level II Certified Indiana Assessor/Appraiser, Level III preferred
* Extensive GIS knowledge and assessment process
* Ability to obtain and maintain a Level II Indiana Assessor-Appraiser within one year of employment
* Ability to obtain and maintain a Level III Indiana Assessor-Appraiser within two years of employment
* Ability to read and interpret complex legal descriptions and calculate acreages
* Ability to read maps, blueprints and aerial photographs to determine correct location of parcel lines
* Ability to interpret Indiana Code and apply it to land value

**REQUIREMENTS (Continued):**

* Strong computer skills including the ability to use Microsoft Office and other job-related software including GIS mapping system, Eagleview, and Computer Assisted Mass Appraisal System (CAMA)

**DIFFICULTY OF WORK:**

The GIS Assessment Tech performs work involving many variables when processing land splits and combinations. Judgment is needed in selecting the most pertinent guidelines and procedures.

**RESPONSIBILITY:**

The GIS Assessment Tech provides substantial contribution when completing, verifying, and auditing the daily tax imports from the County Auditor. Purpose and desired results are indicated. Work is reviewed for soundness of judgment and conclusions.

**PERSONAL WORK RELATIONSHIPS:**

The GIS Assessment Tech maintains frequent contact with other County employees, realtors, title companies and Allen County taxpayers regarding assessments of land splits and combinations in Allen County.

**WORKING CONDITIONS:**

The GIS Assessment Tech works in a standard office environment with the ability to move around freely, but frequently sitting. Some lifting up to twenty pounds, some bending, pushing and/or pulling loads, reaching overhead. Frequent typing including some proofreading, very frequent attention to detail and detailed inspection with some monitoring of equipment is required.

**SUPERVISION:**

None

**LICENSING:**

Ability to obtain and maintain a Level II Indiana Assessor-Appraiser within one year of employment

Ability to obtain and maintain a Level III Indiana Assessor-Appraiser within two years of employment

**IMMEDIATE SUPERVISOR:**

Allen County Assessor

**HOURS:**

8:00 am – 4:30 pm; overtime as required

**EEO CATEGORY:**

0103

**WORKERS’S COMP CODE:**

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_