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| **NOTICE OF JOB OPENING** | |
| **Department Name:** | Auditor’s Office |
| **Position Title:** | GIS Customer Service Representative – Full time |
| **Position Summary:** | Incumbent serves as GIS Customer Service Representative for the Monroe County Auditor's Office, responsible for Geographical Information System (GIS) data and drawings, transfer of real estate property, coordinating and processing Classified Forest Lands, and processing metes and bounds deeds.  Represents the Auditor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.  Performs GIS data creation, editing, maintenance and geo-mapping. Generates new property subdivisions in the geo-database using historical plats and deed records, aerial photos, and survey documents to accomplish tasks.  Accepts and processes property transfer documents for platted subdivisions, including deeds, affidavits, and courts orders.  Reconciles conflicting survey information and data with appropriate boundary geometries and mapping components and edits geo-databases to reflect changing information in GIS. |
| **Qualifications:** | Associate degree in computer-aided drawing, technology or engineering technology, or related field preferred GIS software specific training with two years previous work-related experience.  Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.  Ability to effectively communicate orally and in writing. |
| **Salary:** | PAT B – 40 Hours  $49,837 - $57,575 depending on relevant experience. |
| **Deadline for Application:** | Open until filled. |
| **Submit Resume and References to:** | Stephanie Carter in the Auditor’s Office  [scarter@co.monroe.in.us](mailto:scarter@co.monroe.in.us) |

**Monroe County and Circuit Court offices are open to the public Monday through Friday from**

**8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer**

**Federal Identification Number – 35-1732462**