



# Madison County Council of Governments

## GIS Department

**Job:** GIS/Property Specialist  
**Job Type:** Full-time  
**Location:** Anderson, IN 46016  
**Salary range:** \$42,000, dependent on qualifications  
**Posted:** 4/20/2021

**About us:** The Madison County Council of Governments (MCCOG) is the metropolitan planning entity for the Anderson Metropolitan Area, which includes all of Madison County, Indiana, Fortville, Indiana (northwest Hancock County), and Daleville, Indiana (West-Central Delaware County). MCCOG is responsible for the federally designated transportation planning requirements, as well as comprehensively coordinating local governments in the metropolitan planning area. Additionally, as the Council of Governments for the region, MCCOG provides full-service technical assistance to local units of government in the region. MCCOG has developed and utilizes state-of-the-art tools for design, analysis, and forecasting activities.

**The position:** The Madison County Council of Governments (MCCOG) is accepting applications for a GIS/Property Specialist who will provide support for the Madison County Auditor, responsible for maintaining department geographical information system for tax mapping operations. Serves as Real Property Deputy for the Auditor responsible for maintaining and processing various tax records, assisting with the annual delinquent tax property sale and assisting the public.

**Salary range & Benefits:** \$42,000+

Salary is dependent on incumbent qualifications, and will include medical, dental, vision, life insurance, and retirement pension through the Indiana Public Retirement System (IN-PRS). Additional benefits include a competitive package with compensatory time, training/traveling expenses including per diem, and vacation/sick leave that promote work-life balance.

**Job responsibilities:**

- Maintains department geographical information system (GIS), including constructing and maintaining features and attributes, logging activity, maintaining organized documentation files, and occasionally communicating with Information Technology(IT) Department and/or computer consultants to resolve problems as needed.
- Maintains county land records on GIS, including analyzing and interpreting legal conveyance documents, and entering on computer, such as new parcels for taxation created from property splits, plats, and vacated rights-of-way.
- Creates and maintains relational databases, views and joins; analyzes, interprets and correlates database and vector data; digitizes/converts from raster files to vector elements.
- Communicates and meets with other MCCOG or County GIS users as needed to discuss interrelated policies, procedures and problems.
- Assists in generating reports as assigned, such as summary and year-end reports.
- Reads, interprets and processes real property documents for recording, including reviewing for completeness, pulling/reconciling with property record cards and resolving discrepancies.
- Assists with annual tax sale by reviewing delinquent property lists for encroachments, land locks, or other problems that would invalidate sales. Assists with annual Commissioners' Certificate Sale as needed.
- Corresponds with title companies and attorneys when a problem will prevent a document from being endorsed by the Auditor.
- Responds to inquiries from realtors, title companies and assists the public in the office and by telephone and email including but not limited to reading/interpreting/verifying legal descriptions, locating property boundaries, tracing chains of title, providing copies and researching computer records, maps, books and files. Verifies property owners listed for bond issues as needed.
- Performs related GIS duties as assigned.

**Requirements:**

- B.S. in geographic information sciences, computer science, geography, information science, engineering or related area, or equivalent combination of education and experience.
- Working knowledge of and ability to make practical application of principles, practices, terminology and technology of GIS implementation and maintenance, including, but not limited to, object-oriented and linear programming, computer operation, hardware maintenance, and software support.
- Working knowledge of county land areas and applicable state and local codes and terminology, with

ability to accurately process, interpret, and verify land documents, such as legal descriptions, deeds, plat/split descriptions, annexation records, drawings, petitions, transfer books, aerial photos, and various maps.

- Ability to make relevant arithmetic calculations, and properly operate a variety of standard office equipment, including computer, printer, calculator, fax machine, microfilm reader, telephone and copiers.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, engineering and law firms, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.
- Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate/hostile persons.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

**To Apply:** Submit cover letter, resume, and answers to supplemental questions to Paul McBride (paul@heartlandmpo.org), or mail to Madison County Council of Governments, 739 Main Street, Anderson, IN 46016.

Position open until filled, initial review of applications will begin within 10 days of posting. Applications will be reviewed on a rolling basis until the position is filled.

**Supplemental Questions:**

Include responses to these questions separately, along with your resume and cover-letter. Applications will not be considered if they are submitted without answers to these supplemental questions:

1. Describe your experience working with, verifying land documents. If this does not apply, respond 'none.'
2. Describe your experience editing in a GIS environment as it pertains to land records. If this does not apply, respond 'none.'
3. Describe your experience with GIS outside of land records and how you can apply it to the duties of the GIS/Property Specialist position. If this does not apply, respond 'none.'