

HUMBOLDT COUNTY

Announces

Position Available for:

G.I.S. TECHNICIAN

Posted: 11/16/2016

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN - STARTING HOURLY SALARY - \$23.25 HCG 25

RECRUITMENT OPEN TO: All Humboldt County Employees and Qualified Applicants.

APPLICATIONS ACCEPTED UNTIL: December 16, 2016 5:00 p.m.

RECRUITING FOR: Vacancy in Assessor's Office/GIS Department

THE POSITION: Under general supervision, performs a variety of routine and complex tasks of a technical nature in the coordination of a County-wide geographic information system. Prepares, revises and updates maps; reviews property deeds and other records; assist other department(s) in conveyance of title; and performs other work as assigned.

QUALIFICATIONS FOR EMPLOYMENT: Knowledge of principles, practices, and equipment used in methods of computer-aided drafting and GIS applications (ArcGIS and AutoCAD); drafting maps; legal descriptions of property; mathematics including algebra and geometry; basic office procedures. Ability to use mechanical and computerized drawing tools and to do drafting and lettering; plot boundaries, easements, and other visual records using conventional and computerized drafting techniques and existing maps, surveys, or legal descriptions of property our boundaries; read and use assessment records, deeds, and other public and private records used in property transactions; assist the public and others in the use of maps and other legal descriptions.

SPECIAL REQUIREMENTS: None

PHYSICAL DEMANDS OF THE JOB: Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.

EXPERIENCE AND TRAINING: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

AA Degree in geography, GIS, computer science or closely related field or a combination of experience and education equal to one year in geography, GIS systems, computer aided drafting or equivalent training. AutoCAD experience helpful.

PRE-EMPLOYMENT TESTING: Humboldt County shall conduct pre-employment testing for drugs and random testing for drugs and alcohol for positions identified as department safety-sensitive by Humboldt County. Drug and alcohol testing of applicants and employees in department safety-sensitive positions is mandatory and successfully passing these tests is a condition of either future or continued employment.

SUBMIT APPLICATIONS/DIRECT INQUIRIES TO:

Humboldt County Assessor's Office
50 W. Fifth Street, Room 101
Winnemucca, NV 89445
Phone: (775) 623-6310
TDD for the Hearing Impaired: (775) 623-6429

Humboldt County is an Equal Employment Opportunity employer,
and ADA accommodations are available.

Visit our Web Site: www.hcnv.us

A resume will not be accepted in lieu of a Humboldt County application.
Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

ELIGIBLE LIST: This list may be used to fill more positions than the current vacancy. The time period during which the list may be used is one (1) year. *Only the most appropriately qualified applicants will be placed on the list.*