

The following statements are intended to describe the general nature and level of work being performed. This description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Madison County, MS Tax Assessor's Office

Position: Mapping Technician

JOB SUMMARY

Under the general direction of the Mapping Department's Director, performs skilled, technical cadastral work for the development and maintenance of the Tax Assessor's official assessment maps. Tasks involve a high degree of responsibility and independence.

Employees in this position perform digital mapping, data entry, basic data analysis and synthesis, report creation, and regulatory or compliance activities.

The Tax Assessor's office is a responsive environment where co-workers or citizens bring questions or problems to the employees for resolution. Employees are responsible for understanding the problem and creating an individual response.

ESSENTIAL JOB FUNCTIONS

- Conducts research, validates, and compiles pertinent data from the Madison County public Chancery records, as well as other legal instruments, in order to maintain the Tax Assessor's official assessment maps and land roll records.
- Maintains the official assessment maps and supporting maps through the utilization of Autocad software, Arc GIS, and the computer aided mass appraisal (CAMA) system.
- Interacts with Tax Assessor's staff, the public, and various governmental agencies with inquiries involving parcel identification, configuration and delineation as it relates to the accuracy of the of the official assessment maps.
- Provides assistance with map and data sales, performs custom research, and creates custom maps or documents as directed.

MINIMUM REQUIREMENTS TO PERFORM WORK

- High school diploma/GED, along with knowledge of a specialized field, such as geography, GIS, engineering, manual and digital drafting, boundary survey, geomatics, etc.
- Education equal to 2 years of college, plus 2 years related experience and/or training; or equivalent combination of education and experience.
- A comparable amount of training, education or experience can be substituted for the minimum qualifications.

WORK ENVIRONMENT

- Position is a full time, permanent position, 8:00am – 5:00pm, Monday through Friday, located at the Madison County office complex building in Canton, MS.
- Work is primarily performed at a computer workstation. Light lifting (20 lbs or less) may be occasionally required.