

# Plaquemines Parish Assessor - GIS Technician

## RESPONSIBILITIES

- Draw and edit parcels in ArcGIS for Desktop, using best available information and keep log of all updates and changes made;
- Assist coworkers and public with any mapping questions related to areas of their interest or request;
- Research parcels that are unmapped, drawn incorrectly, or lacking data from online parcel map and correct them using information gathered via recorded legal documents and assessment records;
- Assisting in the strategic technology planning and implementation in the establishment and maintenance of a GIS environment using ArcGIS Desktop 10.x;
- Creating and implementing policies, procedures, and technologies to ensure security and accuracy of data maintained in the GIS environment;
- Manage and administer acquisition and installation of orthogonal and oblique aerial imagery;
- Maintaining technical and business documentation;
- Coordinating with operations to ensure availability, reliability, and scalability of the GIS enterprise to meet demands;
- Recommending and executing modifications to GIS software and supporting hardware in order to improve efficiency, reliability, and performance;
- Organize and maintain map room collection and index;
- Proof updated parcel listings;
- Consult with assessor and others involved on ideas for updating and maintaining office website;
- Mapping and assessor related work as needed;
- Continued professional development of GIS and mapping skills

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Knowledgeable of Geographical Information System principles, graphical and text format data mapping methods, and quality customer service techniques and concepts;
- Skilled in researching information and creating files governing the GIS system, oral and written communication, and establishing and maintaining positive and productive working relationships with both internal and external customers;
- Ability to work in a team environment and independently, explain information to non-technical customers, and diffuse conflicts with professionalism;
- Proficient in the use of varying computer software and hardware to perform essential job duties.

## DESIRED QUALIFICATIONS

- Coursework in Computer Science, GIS, or Geography AND experience in ArcMap;
- Two or Four year degree

**GIS Technician -- Plaquemines Parish Assessor's Office**

\*Preliminary description above

*Contact Zach Leto if you or someone you know is interested.*

Zach Leto

Real Estate - Mapping Dept.

Plaquemines Parish Assessor's Office

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