

GIS Mapper – Office of the Assessor

Lackawanna County is seeking a full-time GIS Mapper for the Office of the Assessor located at 135 Jefferson Ave., Scranton, 3rd Floor. Hours are 9:00AM – 4:00PM.

SUMMARY

The GIS Mapper is charged with the responsibility of maintaining the assessment maps and researching and solving problems which develop in the Assessment office over changes to property owned by individuals, corporations and partnerships in Lackawanna County. This position reports to the Deputy Director of Assessments and Deputy Director of Appeal.

Responsibilities and Duties

Map, identify, research, verify, edit, on ArcGIS system, all new subdivided parcels or new developments, non assessed properties and those with missing “functional” numbers (also referred to as FNO’s).

Coordinate and work with sub-assessors in locating and placing property values on splits and non assessed properties.

Updating of assessment books, preparation of property cards and preparation of any revisions or assessment changes for taxing authorities.

Assist in mapping assessment questions for attorneys, surveyors, title searchers and the general public. Preparation of maps from ArcGIS and assist in pin certification of documents for recording.

Skilled in title searching to research and solve perpetuated mapping and assessment errors, familiarization and utilization of records located in the Recorder of Deeds, Register of Wills and Clerk of Judicial Records offices.

Utilize the internet and various other sources to locate and correct current addresses of returned tax bills and delinquent properties.

Ability to individually take on large scale G.I.S projects at supervisors request (i.e.- Mapping and editing of P.P.& L. power lines, U.G.I and Theta properties)

Ability to prioritize duties, complete work with deadlines and transition from assignment to assignment.

Qualifications: Education and Training

High School graduate or GED is required. Aptitude in the use of ArcGIS is also required. Computing skills including Microsoft Word, Outlook, and internet research are vital. An existing background in GIS mapping is essential.

Please submit your resume, application, and letter of interest no later than September 9th, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503

petersens@lackawannacounty.org

EOE