

**JOB DESCRIPTION FOR GIS MAPPER (FULL TIME)
ASSESSMENT OFFICE**

Reports to: Deputy Director of Assessments and GIS Specialist Analyst

SUMMARY

GIS Mapper is charged with the responsibility of maintaining the assessment maps and researching and solving problems that develop in the Assessment office regarding all real estate property in Lackawanna County.

RESPONSIBILITIES AND DUTIES

Identify, research, verify and edit all tax parcels including those newly subdivided or unassessed, utilizing the ArcGIS system.

Coordinate and work with sub-assessors to locate and place property values on splits and unassessed properties.

Assist with mapping and assessment questions from attorneys, surveyors, title searchers, and the general public.

Update assessment records and prepare property cards and any necessary revisions of assessment changes for taxing authorities.

Obtain maps from ArcGIS and assist in pin certification of documents for recording.

Research and resolve perpetuated mapping and assessment errors, utilizing 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.

Possess the ability to prioritize duties, complete work accurately and in a timely manner, and transition easily from assignment to assignment.

QUALIFICATIONS: EDUCATION AND TRAINING

High School graduate or GED equivalent
Proficiency in ArcGIS; a mapping background is essential
Skilled in Title Searching

Please submit your resume, application, and letter of interest no later than Friday, November 20, 2020 to:

Lackawanna County Human Resources
123 Wyoming Ave 5th Floor
Scranton PA 18503
granzaj@lackawannacounty.org

EOE