



BEXAR APPRAISAL DISTRICT

JOB SPECIFIC INFORMATION

Title: GIS Technician
Department: Geographic Information System (GIS)
Division: Workstation, Accounts Creation

AMENDED DATE: September 12, 2016

Group: 613
Exempt: No
TDLR Registration: None

General Description

Supports all appraisal departments and taxing unit staff with information on current property boundaries, ownership or legal descriptions, and new account information, using GIS or CAMA databases. Responds to public inquires regarding, but not limited to, property legal descriptions, current property boundaries, ownership or address corrections, exempt properties, boundary discrepancies, and questions concerning property ownership or taxation. Responds in writing to letters from customers. Creates and kills account numbers on CAMA, Coordination sheet, and GIS databases, per Deeds, Plats, etc. Updates Tax Unit Codes on CAMA database and revises boundary lines as needed on GIS database using ARC/INFO.

Qualifications

- Thirty (30) college hours or its equivalent preferably in real estate, GIS, or business, plus three (3) years Appraisal District, GIS, or ownership mapping experience. Will accept five (5) years of relevant work experience in lieu of college hours or equivalent mix of college hours and work experience.
- Ability to grasp technical subject matter and terminology.
- Knowledge of and experience with computer-assisted appraisal, PC's, NT, and PC software.
- Communicate effectively orally and in writing.
- Work effectively both independently and with others.
- Organize and plan work effectively.
- Commitment to providing exceptional public service.
- If position requires use of personal vehicle, a valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. In any case, must have reliable transportation.
- Must have a telephone or point of contact.

Essential Functions of the Job

- **Support organization goals** by working with GIS manager and/or supervisor to interpret and/or plot metes and bounds legal descriptions, and locates subject property on Graphic database using ARC/INFO for research or creation of new property parcels in the GIS database; interprets and/or plots metes and bounds of Annexation ordinances to update GIS database to reflect new City Limits lines of City of San Antonio, and all incorporated cities. Writes reports on work status of special projects or assignments.
- **Perform complicated GIS work** by researching assigned residential, commercial or personal property accounts; updating ownership, parcel and or mailing address on CAMA database per Deeds, Plats, etc.; processing Tax Unit apportionments using ARC/INFO to calculate area in each tax unit; developing District annual map sets, plots, and report using GIS system and application programs.
- **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; convey factual data clearly and concisely; communicate procedures and important deadlines.

- **Coordinate the division's appraisal procedures** by maintaining quality of work and division production standards and by assisting the GIS manager/supervisor in all aspects of planning for field work, valuation, and appeals. Assist the GIS manager/supervisor in developing annual work plan and identifying critical completion dates to ensure account information is received on a timely basis.
- **Maintain BCAD database** by operating a PC and becoming totally familiar with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and HP-12C calculator.
- **Represent the district** by assisting in the appraisal process and by assisting in achievement of overall goals, those set by the District and those mandated by the State.
- **Improve procedures and job efficiency** by evaluating work methods and making suggestions; manage and organize staffs daily workload.
- **Mentor division and surrounding Appraisal District staff** by providing leadership and training in the areas of accuracy, quality of work and public relations; commitment to exceptional public service.
- **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
- **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code; supports other departments on special assignments as directed by the manager/supervisor.
- **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
- **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., walking over rough and muddy terrain, possibly crawling, possible weekends and overtime as needed.
- **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, one on one meetings with taxpayers, tax unit employees, and fiduciaries, high phone demands, exposure to chemicals (liquid solvents, powder chemical toners, etc.); exposure to outdoors, high humidity and extreme temperatures, may drive to designated locations to perform District assignments in all weather conditions.

Reporting Relationships

Reports to: GIS Supervisor, or GIS Manager, or As Assigned.

Supervises: GIS Staff As Assigned.

Works With:

Internal – BCAD Staff

External – Taxing Units, Fiduciaries, ARB, and the General Public.

Acknowledgement

I, Michael A. Amezcua, Chief Appraiser, do hereby approve the GIS Technician Job Description.



Michael A. Amezcua, Chief Appraiser

09/12/16
Date