



BEXAR APPRAISAL DISTRICT

JOB SPECIFIC INFORMATION

Title: GIS Intern
Department: Geographic Information System (GIS)
Division: GIS

AMENDED DATE: September 12, 2016

Group: 610
Exempt: No
TDLR Registration: None

General Description

Part time student employment, 20 to 29 hours per week dependent on workload. Must maintain student status. Performs return mail processing, data entry work, filing, field note plotting, map printing, sorting, and trimming, and other GIS support tasks. May retrieve plats, deeds, or other documents from the County Courthouse. Assists in training of new GIS Interns and in development of Departmental training guidelines and procedures. Mileage reimbursement based on current internal rates.

Qualifications

- Minimum of twelve (12) college hours.
- Minimum GPA of 2.00 (C average) on a scale of 4.
- Demonstrate ability to operate a computer terminal and perform multiple inquiry functions.
- Perform basic arithmetic problem solving.
- Must have good telephone skills to deal directly with the public.
- Demonstrate ability to read maps, plats, deeds, and blueprints.
- 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 section leads to interpret legal descriptions, and locate 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. Performs filing, return mail processing, and other tasks as assigned.

- **Perform GIS work** by researching assigned residential, commercial or personal property accounts; updating ownership, or mailing address on CAMA database per Deeds, Plats, etc.; using ARC/INFO to plot field notes or perform map updates; operating map plotter and trimmer.
- **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.
- **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, and cameras.
- **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.
- **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 Team Leads, or GIS Manager, or As Assigned.

Supervises: None

Works With:

Internal – BCAD Staff

External – Property owners and their authorized agents.

Acknowledgement

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



Michael A. Amezcua, Chief Appraiser

09/12/16
Date