

EMPLOYMENT OPPORTUNITY

GIS Analyst / Mapping Technician

Anticipated Start Date: January 2, 2024

Grayson Central Appraisal District (Grayson CAD) is seeking a qualified candidate for a clerical position in the Mapping/GIS/Records Department.

Mapping/GIS Staff provide assistance to internal departments in relation to all aspects of appraisal district functions and the property tax system. Mapping/GIS Staff interact with the general public, taxing entities, and all internal departments of the District providing a high level of customer support. Work is subject to automatic and periodic verification, as well as review for conformity with regulations and policies.

Duties/Responsibilities:

- Performs high-volume data entry processing and editing deeds & filed documents.
- Performs advanced-level clerical work
- Use of Microsoft word Excel queries.
- Identify and correct data entry errors.
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks and projects as required.

Required Skills and Abilities:

- Good computer skills and working knowledge of Microsoft Excel.
- Excellent organizational skills and attention to detail.
- Ability to follow verbal and written instructions.
- Strong analytical and problem-solving skills.
- Able to work independently with minimal guidance and as part of a team.
- Strong interpersonal skills and communication skills.
- Good command of English both oral and written and customer service skills
- A working knowledge of True Automation CAMA software (PACS) is preferred.
- A working understanding of title conveyance is preferred.
- Familiarity with surveys & plats

Education and Experience:

- High School diploma or GED.
- 3 + years general office experience.
- Strong data entry experience.
- Understanding metes & bounds of deed description.
- Title research
- Oil & Gas Landman (preferred but not required)
- GIS & Auto CAD (preferred but not required)

Physical Requirements:

- Prolonged periods sitting at a desk working on a computer.
- May need to stand for long periods of time.
- Occasional bending, kneeling, carrying, or pushing.
- Must be able to lift up to 30 lbs.

Work Schedule:

- Monday-Friday 8 a.m.-5 p.m., with occasional evenings or weekends required to meet deadlines.

Salary & Benefits:

\$40,000 - \$50,000 per year, commensurate with qualifications. Benefits include employee health insurance, retirement plan, vacation, holidays, etc. Advancement potential based on merit.

Please address all resumes and inquiries to:

Grayson Appraisal District
Attn: Human Resources
resume@graysonappraisal.org
512 N. Travis Street
Sherman, Texas 75090
Phone (903) 893-9673