GRAHAM COUNTY HUMAN RESOURCES

921 Thatcher Blvd. Safford, Arizona 85546 Phone (928) 428-3250 Fax (928) 428-5951

OPEN COMPETITIVE ANNOUNCEMENT

OPENING DATE: JULY 6, 2016

CLOSING DATE: JULY 21, 2016

GRAHAM COUNTY GIS CLERK I - $23,868 Annual Salary– Requires HS Diploma or GED and any combination of education and training of at least two years duration which demonstrates the ability to perform the duties of the position. An Associates Degree in GIS, Computer Science, Planning, Engineering, Natural Resource Management or a related field and two years of experience in GIS, land administration or other government operations, preferably including the use of ArcView and/or other GIS Related software is preferred. For more information or applications contact our web site at www.graham.az.gov or the Board of Supervisors Office, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications can be submitted online or delivered to the Board of Supervisors Office, no later than 6 p.m. on Thursday, July 21, 2016.

GRAHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

GRAHAM COUNTY, ARIZONA CLASSIFIED RANGE 5

GIS CLERK I

NATURE OF DUTIES

Under general direction, performs data entry tasks while assisting in the development and maintenance of the GIS databases, producing maps and otherwise answering requests for GIS data as assigned.

TYPICAL DUTIES

Assists in the development, maintenance, and access of special GIS data sets for assigned department(s); implements GIS changes, improvements, and upgrades; documents GIS data creation, management, and quality assurance procedures; generates hard copy specialty maps and GIS data requests as needed by the public, County GIS partners, or County employees; uses appropriate computational methods, existing source documentation, and ESRI software tools to develop, populate, and manage department-specific GIS data; performs task management duties on a regular or project basis; prepares, processes and reviews written documents pertaining to work unit; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of principles and practices of Geographic Information Systems (GIS) and related software, such as ArcView, and ArchInfo; knowledge of digitizing and data manipulation procedures for GIS; knowledge of program and project management techniques; knowledge of principles, techniques, and applications of geographic database management and quality control for data automation, maintenance, processing and display; knowledge of cartography, map reading, geometry, and mathematics; knowledge of local government operations and the structure and operations of the assigned department; ability to function at Journey Level in terms of administering GIS Data; ability to maintain, use, and manipulate computer database files; ability to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement; ability to remain in a sitting position for an extended period of time; ability to perceive color as defined by the Inter Society Color Council-National Bureau of Standards system; ability to perform fine hand movements in the accurate use of drafting instruments; ability to communicate effectively both orally and in writing; ability to communicate with users who are unfamiliar with data processing procedures and terminology; ability to establish and maintain effective working relationships with County GIS users; ability to compose, edit, and proofread a variety of correspondence, reports and forms; ability to organize, prioritize, and perform multiple tasks.

MINIMUM QUALIFICATIONS

A HS Diploma and any combination of education and training of at least two years duration which demonstrates the ability to perform the assigned tasks is required. An Associates Degree in GIS, Computer Science, Planning, Engineering, Natural Resource Management or a related field and two years of experience in GIS, land administration or other government operations, preferably including the use of ArcView and/or other GIS related software is preferred; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

REVISED 4/16