

The Geauga County Auditor's Office is currently accepting applications for a **GIS Technician**

***JOB SUMMARY:***

Under limited supervision, the Geographic Information Systems Technician performs detailed technical work and supports the ongoing maintenance and dissemination of data in the GIS environment. Employee must exercise independent judgment and attention to detail in all phases of work. Employee must also exercise tact and courtesy in frequent contact with the public and business community.

**Job duties include, but are not limited to:**

Assists the general public; performs transfers of parcels or covers in Real Estate; draws, combines, surveys new splits, subdivisions or roads; researches and redraws parcels, roads and other areas; creates maps for the public and other government offices; creates and edits layers for REALink; assists with designing and editing the Auditor's and REALink websites.

**Ability to:**

- Communicate well both orally and in writing.
- Work independently with minimum supervision.
- Multi-task effectively and efficiently.
- Work well with others.
- Be highly organized and detail-oriented.

***ADDITIONAL SKILLS:***

- ESRI ArcGIS products.
- Address standards and concepts.
- SQL database.
- Microsoft Office products.

***EDUCATION/EXPERIENCE:***

Associate's degree or 1 or more years of experience in the GIS field.

Job Type: Full-time

Schedule:

- Monday to Friday

Education:

- Associate (Preferred)

Experience:

- GIS: 1 year (Preferred)

Submit a resume to [pmcmahan@co.geauga.oh.us](mailto:pmcmahan@co.geauga.oh.us) or mail it to the Geauga County Auditor's office at 231 Main St. Suite 1A, Chardon, Ohio, 44024.