

POSITION VACANCY

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING JANUARY 15, 2025 OR UNTIL THE POSITION IS FILLED.**

Website: <http://www.co.wayne.in.us/web/jobs/index.php>

TITLE: Part-time GIS, #13480

Date Posted: January 15, 2025
Department: Surveyor
Hours: 15 – 29 hrs. per week
Salary: \$19.17/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified interns and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

The Wayne County Surveyor office is looking to continue its efforts to bring its paper records online. This will be accomplished by scanning documents and linking them to records created within a mapping database.

DUTIES:

Essential functions include scanning drawings and reviewing those scans to validate accuracy.

Place scanned images in our document management system.

Rectify image within ArcGIS software to base map.

Filing scanned products in our office filing system.

Use of Esri ArcGIS Desktop Suite software and geographic analysis.

Use and operate GPS equipment.

Ability to perform quality checks on data.

Perform related duties as assigned.

I. JOB REQUIREMENTS:

Experience working and editing GIS software.

Working knowledge of standard office practices and extensive computer skills, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Familiarity with web development preferred.

Working knowledge of County's computer, telephone, and networking systems, and ability to apply such knowledge to specific operations and procedures of County departments.

Working knowledge of continuing advancements in computer systems and ability to evaluate hardware and software for specific County applications.

Working knowledge of Standard English grammar, spelling, and punctuation.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, copier, wiring equipment and GPS equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, GIS Technical Group, Surveyor, City Engineer, Economic Development, Dispatch, Auditor, EOC, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to advise and assist computer operators with basic tasks.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to apply knowledge of people and locations.

Ability to read/interpret detailed prints, layouts, and specifications.

Ability to plan and present public speaking presentations and special events, including promoting GIS within the community.

II. DIFFICULTY OF WORK:

Work requires establishing procedures and performance standards and interpreting policies to achieve desired results. Individual judgment and personal decision making is needed in selecting and adapting standard practices and procedures to fit varied circumstances and conditions.

III. RESPONSIBILITY:

Incumbent's work is primarily reviewed for technical accuracy and soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers within the surveyor's office.

Incumbent reports directly to the surveyor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending/crouching/kneeling/reaching, keyboarding, handling/grasping/fingering objects, hearing sounds/communication and speaking clearly.

Apply at: Wayne County Government
Human Resources
401 E. Main Street
Richmond, IN 47374

Online: www.co.wayne.in.us

Wayne County is an Equal Opportunity Employer