

Employment Opportunity

Mackinac County Equalization

is accepting applications for a **GIS Tech/Equalization Clerk**.

Resumes will be accepted until position is filled.

A Bachelor's degree in GIS or related studies is preferred; will review two years of GIS experience or a minor/concentration in GIS studies. No initial certification is required for the Equalization Clerk duties, the MCAT certification will be required within 1 year of hire.

This position will report to the Mackinac County Equalization Department in St Ignace for 75% of the hours and EUP Planning and Regional Development (Sault Ste. Marie) for 25% of the hours. **Remote work and fieldwork are required for the position.** Computer experience is essential. Ability to use Microsoft Word and Excel software is required. This position requires effective communication skills, ability to work in office and manage multiple tasks efficiently.

Complete job description is attached
or may be reviewed at www.mackinacounty.net.

Click on Job Postings under Quick Links.

Resumes may be mailed to:

Mackinac County Equalization Department,
Attn: Equalization Director
100 S Marley Room, 115
St Ignace, MI 49781.

Mackinac County is an Equal Opportunity Employer.

Position Title: **GIS Technician/Equalization Clerk**

Immediate Supervisor: Equalization Director

Off Site Supervisor: EUPRPDC CEO

Off Site Director: GIS Coordinator/Planner II

County Department: Equalization
75% time allocated to Equalization in Saint Ignace, MI

Off Site Department: EUP Regional Planning And Development Commission (EUPRPDC)
25% time allocated to EUPRPDC in Sault Sainte Marie, MI

Compensation: Salary, AFSCME Union Employee, Pay Grade 6

Regular Work Week: 8:30am to 4:30pm Monday – Friday, 35 hour week

Primary Work Location: Mackinac County Administrative Office Buildings
100 Marley Street, Room 115, Saint Ignace, Michigan

Secondary Work Location: EUP Regional Planning and Development Commission
2345 Meridian Street, Sault Sainte Marie, Michigan

General Summary of Function/Purpose of Position

Under the general supervision of the Equalization Director, the Equalization Clerk/GIS Technician is responsible for GIS mapping duties. This includes customer service, including phone requests, customer assistance and internet requests, processing deeds and data entry.

Essential Duties:

Duty #1 – GIS Technician added May 20, 2019

General Summary of Duty: Acts as liaison between GIS Contractor – EUP Regional Planning and Development Commission.

Individual Tasks include, but are not limited to:

- Provides technical assistance and information to staff and public in the administration of specific GIS project areas
- Prepares narrative staff reports and recommendations of limited complexity.
- Prepares maps, charts, tables of limited complexity
- Attends public meetings, assisting other planning staff as appropriate
- Research existing records such as deeds, abstract, maps, old tax rolls, surveys and other pertinent information to reconcile tax description errors
- Research gaps and overlaps between parcels on GIS maps to reconcile tax description errors
- Research areas of unknown ownership on GIS maps so that new parcels can be created and descriptions written for them so they can be added to the tax roll
- Contact attorneys, property owners, surveyors, and title companies when appropriate to correct descriptions on deeds, past and current, based on research
- Assist director with parcel splits which includes securing accurate property descriptions

Maintain AutoCad maps including revision of property lines based on research, and adding new parcels, created by parcel splits
Compile errors on GIS maps and work with Amalgam and EUPRPDC to correct them
Work with local surveyors expressing the need for accurate section corner co-ordinates, the location of plats as related to section lines, the locations of roadways as related to section lines, and other information that is necessary to create a better GIS product
Liaison between Equalization Director, Amalgam and EUP-RPDC
Assist the public, treasurer's office, township assessors, attorneys, appraisers, real estate personnel, and others with the interpretation of complex property descriptions
Forward parcel split information to EUP-RPDC and work with them to get maps updated

Duty #2 – Process Deeds General

General Summary of Duty:

Performs all steps necessary to prepare deeds to be used in equalization studies.

Individual tasks include:

- Determining correct parcel ID number by using tax maps, assessment rolls or surveys
- Draw out property descriptions if necessary to determine correct ID number
- Label deed with correct parcel ID number, class, current assessment, date of change, and split if necessary
- Process name and/or address changes in computer system
- Forward copy to local assessor
- Contact property owner or preparer of deed if a possible error is detected
- Typing or emailing correspondence to townships related to deed processing or description corrections

Duty #3 – Customer Service

General Summary of Duty:

Process requests for information requested by general public

Individual tasks include:

- Greeting customers who are needing assistance
- Making map copies, photocopies and processing small print jobs

Individual tasks include: (continued)

- Assisting callers or customers who are seeking assessment, SEV's, taxable values, property descriptions, map copies, etc.
- Assisting customers with small research projects
- Creating PDF documents and emailing and billing as necessary

Duty #4 – General Secretarial Duties

General Summary of Duty:

Individual tasks include:

- Answer telephone and forward or screen calls as necessary
- Type, file or make photocopies/scans as directed
- Receive payments from customers

Duty #5 – Assist Office Staff

General Summary of Duty:

Assist other employees, as directed by Equalization Director, with any day-to-day tasks necessary to maintain efficient operation of the department

Individual Tasks include, but are not limited to:

- Entering values and other data into computer
- Proofreading and checking data inputs

The above list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Training

Bachelors Degree in GIS or related field is preferred and may substitute for two years of experience

- *Does not need to be a Bachelors Degree in GIS, can be a minor or concentration in GIS*

Minimum 2 years experience working in office environment

Michigan Certified Assessment Technician (MCAT) certification within 1 year.

Ability to work effectively and establish rapport with County employees, departments, and members of the general public.

Strong interpersonal skills, diplomacy and tact, and the ability to understand people from all social, economic and cultural backgrounds

Ability to work independently or in a team environment as needed.

Proficiency in GIS, MS Word, MS Excel, and Adobe Software

Experience and ability to efficiently operate office equipment and machinery

Ability to read, draw and create property descriptions

Ability and ease working with numbers, surveys and plat maps

Knowledge of effective writing skills

Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations

Knowledge of principles and practices of research and data collection

Problem solving skills to gather relevant information to solve vaguely defined practical problems

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Visual acuity to read, proofread and fill out forms

Ability to access departmental and computer files

Manual dexterity to use a computer keyboard, measuring devices, and writing equipment needed to enter and retrieve information from computers and other equipment

Ability to operate copy, scan and fax machines

Ability to lift 35 pounds

Hearing acuity to listen and communicate in person and on the phone

Ability to drive an automobile, with a valid Michigan Driver's License and maintain good driving record

Mental capacity to analyze complex data, use sound judgement, manage and schedule time and resources, and make sound decisions

Ability to work on several projects or issues simultaneously

Ability to work remotely and perform field inspections

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered with other job-related selection or promotional criteria.

Working conditions:

Works primarily in office environment with possibility of time in the field inspecting properties in all types of weather conditions. Sometimes inspections at sites are under unpleasant conditions and walk is through rough terrain. Drives vehicle in Michigan weather.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills, and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical requirements cannot be waived unless specifically indicated.)

Description on file

Revised by: Pamela Chipman, Mackinac County Equalization Director **Date:** July 9, 2021

Reviewed by: Nathan Coon, EUPRPDC, GIS Coordinator/Planner II **Date:** July 9, 2021