COLUMBUS CONSOLIDATED GOVERNMENT
invites applications for the position of:

GIS Technician - G14

An Equal Opportunity Employer

SALARY: $34,445.83 /Year

OPENING DATE: 08/21/17

CLOSING DATE: 09/04/17 11:59 PM

MAJOR DUTIES AND RESPONSIBILITIES:
Assists the public by telephone, mail, and in person with information related to city maps, addresses, and other geographic data. Assigns street addresses utilizing standard procedures to determine new and corrected addresses. Conducts property research to assure correct mapping information. Produces and distributes address letters; produces and distributes map prints. Interpolates deeds and plats; inputs graphic and non-graphic land data in to the Geographic Information System (GIS). Performs various drafting and typesetting duties in the production of stationary, brochures, maps, and other printed materials. Operates equipment to print a variety of forms, booklets, and other items. Performs a variety of clerical, administrative, and data entry tasks; compiles information and prepares reports; tracks and processes documents; enters and retrieves data. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of GIS technology and its applications. Knowledge of the hardware and software used in GIS applications. Knowledge of cartography practices. Skill in problem solving and decision making. Skill in operating standard office equipment including work related computer applications. Skill in the analysis of GIS data and in the creation of GIS related reports. Skill in oral and written communication.

MINIMUM EDUCATIONAL AND TRAINING REQUIREMENTS:
High School Diploma or GED, in addition one to two years of specialized related training in Geographic Information System, drafting, design, computer assisted planning or civil engineering applications, or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

PHYSICAL REQUIREMENTS:
The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and must distinguish between shades of color.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.columbusga.org/	Job #2017-0000191 GIS TECHNICIAN - G14 KD
OUR OFFICE IS LOCATED AT: 100 10th Street, West Wing, 1st floor Columbus, GA 31902 706-653-4059 humanresources@columbusga.org	

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GIS Technician - G14 Supplemental Questionnaire

* 1. Which best describes your level of education?

❑ No High School Diploma
❑ GED
❑ High School Diploma
❑ Technical College
❑ Some College
❑ Associate's Degree
❑ Bachelor's Degree
❑ Master's Degree
❑ Doctorate's Degree

* 2. Do you have any work experience in Geographic Information System, drafting, design, computer assisted planning, civil engineering applications, or related field?

❑ Yes
❑ No

* 3. If you answered, "yes" to the above question, please explain. If you answered, "no" just type in n/a?

* 4. How many years of work experience do you have in Geographic Information System, drafting, design, computer assisted planning, civil engineering applications, or related field?

❑ None
❑ 0 - 1 year
❑ 1 - 3 years
❑ 3 - 5 years
❑ 5 years or more

* 5. Do you have any work experience in Geographic Information System Technology, its applications and with the hardware and software used in Geographic Information System applications?

❑ Yes
❑ No

6. If you answered, "yes" to the above question, please explain. If you answered, "no" just type in n/a?

* 7. Please list and explain any work experience you with cartography practices.

* 8. Do you have any work experience in computer applications, analysis of Geographic Information System data and in the creation of Geographic Information System related reports?

❑ Yes
❑ No

9. If you answered, "yes" to the above question, please explain. If you answered, "no" just type in n/a?

* Required Question