

Employment Opportunity

GIS Specialist

The Hardin County Appraisal District is currently accepting applications for a GIS Specialist. Applicants must have a high school education or equivalent.

Applicants must also possess good computer and people skills and have excellent phone etiquette; have a valid Texas Driver's License and proof of auto liability insurance; and also have reliable transportation.

Primary duties include: performing skilled digital mapping involving preparation and maintenance of digital maps for the District's mapping department, converting hand drawn maps into a digital format for use in a Geographic Information System (GIS), managing in such a way that historical records will reflect changes to land parcels in Hardin County. Will be required to provide supportive mapping data and analysis upon request as well as produce printed maps for taxpayers and the general public showing map features, property boundaries, platted lots, recorded bearings and distances as applicable, parcel numbers, etc.

Required Knowledge and Skills:

- Ability to read legal descriptions, deeds, plat books and maps.
- Skill in interpreting land descriptions, maps, drawings, surveys and aerial photos.
- Ability to communicate with taxpayers and general public face to face or using a telephone.
- Applicant needs to be very familiar and comfortable using Coordinate Geometry (COGO)
- Spatial Science degree and experience would be beneficial but not required.

The District is seeking applicants who are looking for long term employment with the possibility of advancement.

Applications/Resumes will be accepted until position is filled. Salary range will be contingent upon qualifications and commensurate with experience.

Applications will be accepted in person or by mail. Delivery in person at 105 S. Pine Kountze, Tx. 77625.

Attn: Karl Keller
Chief Appraiser
Hardin County Appraisal District
PO Box 670
Kountze, Texas 77625