



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	355-3200-003	<b>Last Revised:</b>	06/17/2016
<b>Position Title:</b>	GIS Land Records Technician	<b>Department:</b>	Tribal GIS Program
<b>Reports to:</b>	Tribal GIS Program Manager	<b>Division:</b>	Commerce

**Primary Function:** Performs specialized database maintenance in order that high quality, cost effective, reliable, and accurate geographic information services are available as required. Produces hard copy digital maps and spatial analyses using GIS software. Performs related and other work as required, all within the context of the mission of the Eastern Band of Cherokee Indians (EBCI). Performs specified duties in support of all Tribal Programs.

**Job Duties and Responsibilities:**

- Performs competent, maintenance of large computer-based data files including adding, deleting, correcting, and archiving data from various sources and database information systems such as land parcels, tablets, and projects.
- Performs the daily scanning of numerous types of legal documents generated by the Bureau of Indian Affairs Realty Office.
- Inputs large amounts of tabular information into GIS database systems.
- Produces digital and hard copy maps using ArcGIS software.
- Performs limited spatial analyzes using GIS software to verify survey plat accuracy.
- Within the GIS context, reads and interprets a wide variety of documents; including legal descriptions, plats, deeds, transfers, subdivision maps, site plans, construction plans, applicable policies and procedures, and hardware and software instructions.
- To perform mathematical calculations associated with the work.
- To communicate effectively, orally and in writing.
- To establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Assists users and user groups in determining and communicating their information needs.
- Assists in policy creation, implementation, and enforcement from GIS requirements.
- Coordinates efforts and assures consistency with Geographical Information System (GIS) security.
- Assists in developing and implementing a GIS training program for program users.
- Performs other work as assigned.

**Education /Experience:**

Associate's degree in GIS, Geography, Cartography, or Science related field and/or experience with maintaining and/or working with land records, scanning, and the interpretation of land records. Experience working with Electronic Document Management Systems or an equivalent combination of education, training, and experience that provides the required knowledge, operating systems and applications is required. A combination of education and experience may be considered. Takes 3-6 months on the job to become proficient.

**Job Knowledge:**

General knowledge in at least two of the following areas: large database file maintenance; principles, standards, terminology, and trends in GIS; GIS software including ARC/INFO, ARC View, Arc Explorer, Kofax, Autodesk, and other related software; Windows operating systems. Knowledge of modem office procedures and practices, correct punctuation, spelling, grammar, filing, indexing, cross referencing methods, and the types and uses of common office materials and machines in a modem information processing environment. This department works

exclusively using a team concept and shared knowledge. Must possess a valid North Carolina driver's license.

<b>Complexity of Duties:</b>	Constantly evaluates and interprets legal documents on a daily basis. Must understand all ramifications and effects of any changes to the land records. Must use problem-solving skills and be able to analyze data in performing job duties.
<b>Contact with Others:</b>	Internal professional contacts include the Deputy officers, program managers, coworkers, surveyors, auditors, attorneys, BIA, other governmental agencies, vendors, and the general public to exchange and/or provide information. Interpersonal skills are required along with tact, decorum, and professional etiquette.
<b>Confidential Data:</b>	Has access to most Tribal land records and many other types of Trust and Non-Trust documents, financial data, vendors, personnel files, memos, and financial standing of affairs. All data must be kept confidential. Must adhere to the non-disclosure/confidentiality agreement of the Tribe in performance of duties.
<b>Mental /Visual /Physical Effort:</b>	Close attention to detail and mental concentration for extended periods of time are required with systems, problems, and applications. Subject to frequent interruptions requiring varied responses. Must deal with multiple situations concurrently. Physical acuity and the ability to lift at least 50 pounds are needed.
<b>Environment:</b>	Works in a normal business office environment with frequent travel to tribal program locations.
<b>Supervision Received:</b>	Reports to the Tribal GIS Program Manager. Supervision received is usually characterized by administrative support and control intended to define goals and objectives and guidance in deciding how to perform the work assigned. The ability to plan and work independently is required.
<b>Responsibility for Accuracy:</b>	Must conform to legal and established ordinances, as well as data processing procedures as specified by the GIS Administrator for a portion of the job duties. In some cases data entry errors could be costly or have far reaching effects. Most actions pass through review and approval procedures prior to final enactment would usually detect errors.