



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>		<b>Last Revised:</b>	1/11/2017
<b>Position Title:</b>	GIS and Surveying Intern	<b>Department:</b>	GIS
<b>Reports to:</b>	GIS	<b>Division:</b>	Realty Services

**Primary Function:** This is a temporary Intern level position to provide on the job training for performing GIS, Historical research, surveying and drafting duties for Trust and deeded lands of the EBCI. The incumbent will receive on the job training and experience with Land Records, GIS and Surveying. Depending on the departments needs incumbent may focus on one area of interest.

**Job Duties and Responsibilities:**

- Performs field surveying duties using conventional surveying and GPS equipment.
- Performs deed/title research prior to beginning field work.
- Performs field surveys using electronic total station, data collector, surveyor's level and other surveying equipment.
- Performs computer aided drafting work to produce legal survey plats based on the data obtained from field surveys.
- Provides field support to construction crews while work is in progress by providing grade levels for projects as needed.
- Performs historical land title research and other historical Tribal research.
- Performs field mapping using various types of GPS equipment.
- Performs GIS mapping with ArcInfo and other GIS mapping.
- Performs GIS analysis.
- Provides mapping support for various projects.
- Performs land title research at local counties, state and federal offices.
- Performs GIS editing of parcel, roads, addressing and utilities data.
- Performs brush cutting and clearing of property lines to preform property land surveying.
- Participates in training and safety programs.
- Assists and provides back up for other personnel as required.
- Performs all duties according to established safety guidelines and tribal policy.
- Performs other duties as assigned.

**Education /Experience:**

High School Diploma is required. The equivalent combination in work experience or technical training could prepare for this position. Requires six to nine months work experience to become proficient with most phases of the job.

**Job Knowledge:**

Must have the ability to learn how to read and interpret deeds, plats, easements, leases and related documents. Must have good math skills. Must have good verbal and written communication skills. Must possess a valid North Carolina driver license.

**Contact with Others:** Interacts frequently with Tribal members, coworkers, engineers, contractors, and customers in the exchange of information. Must use tact, courtesy, and professional decorum in order to maintain good working relationships and public relations. Must be able to work independently and as a member of a team.

**Confidential Data:** Has access to individual Tribal Land records, Trust deeds, appraisals and other tribal documents considered highly confidential. Must adhere to Tribal GIS and EBCI confidentiality policies while performing job duties. Confidentiality must be maintained at all times, not just on the job.

**Mental/Visual /Physical Effort:** Close attention to detail is required while performing field surveying, drafting and computer duties. Physical activity in a field environment is required. Must often sit, stand, walk, climb, kneel, reach with arms and hands, speak and hear while performing job duties. Manual dexterity, visual activity and good eye/hand/foot coordination are required. Must be able to work long hours and pack lunch during surveying jobs in remote steep mountain terrain areas.

**Environment:** Work is performed in largely in the outdoor field environment. Inside working conditions is that of a normal office environment, while field working conditions on steep terrain and include exposure to inclement weather, extreme hot and cold, dirty, muddy, wet conditions, vehicular traffic, situations range from moderate to loud.

**Responsibility for Accuracy:** A high degree of accuracy is required