



CLINTON COUNTY, IOWA
CLINTON COUNTY AUDITOR'S OFFICE

Job Description | Clerk I (Auditor's Office)

Job Title:	GIS Clerk I (Auditor's Office)	Job Category:	NON-EXEMPT
Location:	Clinton, Iowa	Travel Required:	Yes
Department:	Clinton County Auditor's Office	Position Type:	County Pay Grade 4
Reports to:	Clinton County Auditor	Posting Date:	
Salary Range:	\$16.38/hr-\$17.30	Posting Expires:	

Applications Accepted By:	
E-mail: auditor@clintoncounty-ia.gov Attention: County Auditor	Mail: Clinton County Auditor's Office 1900 N. 3 rd St. PO Box 2957 Clinton IA 52733-2957

General Statement of Work

The GIS Clerk I (Auditor's Office) shall assist in the management of the Geographic Information System (GIS) and assist in the management of election administration and payables for Clinton County under the direction of the County Auditor. The GIS Clerk I (Auditor's Office) shall have a thorough knowledge of the principles, practices and techniques of data entry and customer service.

Minimum Qualifications

Experience with GIS management and property descriptions are preferred. An Associate's degree is preferred. The GIS Clerk I must be able to work long hours from time to time, but mostly during election periods. The GIS Clerk I will also be required to work some weekends during election periods.

The GIS Clerk I must be able to travel for training. Some training sessions could be up to a week out of town.

Essential Job Functions and Duties

Essential Skills

- Demonstrate GIS/technical and conceptual skills such as; geodatabase editing, cadastral mapping, cartographic design, interpretations of legal descriptions, plats and other survey data, center line mapping.
- Familiarity with GIS applications such as; ESRI ArcGIS for Desktop.
- Familiarity with the state election process.
- Ability to operate a wide range of PC hardware and software including Microsoft Office programs.
- Ability to operate peripheral equipment, including but not limited to scanners, printers, and plotters.
- Proven ability to develop and maintain highly effective relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.

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- Demonstrate independent problem solving skills including the ability to troubleshoot, diagnose and develop solutions.
- Display effective communication skills including written, verbal and listening skills.
- Ability to maintain confidentiality.
- Ability to work independently.
- Must be able to pass a background investigation.

Language Ability

- Ability to read, comprehend and write simple instructions, short correspondence and memos.
- Requires effective communication skills and the ability to speak clearly and distinctly in English using appropriate terminology and language; read in English.

Mathematical Skills

Ability to perform basic arithmetic calculations. Ability to read and understand charts and graphs.

Cognitive Demands

Ability to apply common sense understanding to carry out simple and moderately complex instructions. Ability to handle a variety of situations dealing with the general public. Ability to maintain a variety of files and records consistent with departmental or regulatory requirements; collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.

Professional Development

Attends training to maintain a current working knowledge of industry trends and tools.

Knowledge, Skills, and Abilities

Knowledge

- Should have some knowledge of ESRI's ArcGIS for Desktop.
- Know basic math equations
- Should understand property descriptions, deeds and various plats
- Know Microsoft Office programs

Skills

- Clearly and concisely communicate complex ideas orally and in writing
- Use word processing, spreadsheet, database, presentation, statistical, e-mail, and Internet software applications
- Consistently meet deadlines
- Combine new information and data with existing information and data to inform recommendations for future action
- Establish and maintain effective working relationships as necessitated by work assignments
- Perform duties with a minimal level of supervision

Abilities

- Think independently, rationally, analytically, and critically
- Relate effectively to a variety of professionals and other individuals in a variety of contexts
- Maintain a systemic perspective of the GIS system

Licenses, Certificates, and Other Requirements

Applicant must possess and maintain a valid motor vehicle operator's license and an acceptable driving record.

Type of Work Environment

Work for this position is performed primarily in a typical climate controlled office environment, where there is protection from weather conditions but not necessarily temperature changes. Work could include some minor field work in an outdoor environment.

Physical Demands

Sitting/Standing:	Remaining in the seated position or on one's feet in an upright position for long periods of time. (Approximately 75-90%)
Walking:	The worker needs to occasionally move about inside the office to access file cabinets, office machinery, and supplies. The worker also needs to occasionally move to other meeting locations. (Approximately 20-30%)
Lifting:	Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 25 lbs., including portable audio/visual equipment and office supplies. (Approximately 20-30%)
Carrying:	Transporting an object, usually holding it in the hands or arms, or on the shoulder, including portable audio-visual equipment and office supplies. (Approximately 20-30%)
Fingering/Handling:	Seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution). (Approximately 75-90%)
Talking:	Expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately. (Approximately 60-80%)
Hearing:	The worker frequently communicates with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations. (Approximately 60-80%)
Vision:	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors. (Approximately 60-80%)

NOTE: This job description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned in order to meet the ongoing needs of the organization.