



## BEXAR APPRAISAL DISTRICT

### JOB SPECIFIC INFORMATION

**Title:** GIS Deed Technician  
**Department:** Geographic Information System (GIS)  
**Division:** Deed Entry, File Maintenance

**AMENDED DATE:** FEBRUARY 2, 2012

**Group:** 611  
**Exempt:** No  
**TDLR Registration:** None

### General Description

Supports all appraisal departments and taxing unit staff with information received from Bexar County to update ownership records using the District's Deed Entry System. Updates ownership on CAMA database from Customer Request, Deeds, Wills, etc. Creates multiple ownership records, updates parcel and mailing addresses, and performs minor legal description changes on CAMA database when requested. Inputs minor updates or corrections into GIS database. Assist Public and Staff with ownership research. May be required to provide support to the Automatic Call Distribution (ACD) during peak customer call in times and special events.

### Qualifications

1. High School Diploma or G.E.D.
2. Ability to grasp technical subject matter and terminology.
3. Knowledge of and experience with computer-assisted appraisal, PC's, NT, and PC software.
4. Communicate effectively orally and in writing.
5. Work effectively both independently and with others.
6. Organize and plan work effectively.
7. Commitment to providing exceptional public service.
8. Must have reliable transportation.
9. Must have a telephone or point of contact.

### Essential Functions of the Job

1. **Support organization goals** by working with GIS manager and/or supervisor to interpret and/or plot metes and bounds legal descriptions, and locates subject property on Graphic database for research and/or update of ownership information.
2. **Perform complicated GIS work** by researching assigned residential, commercial and personal property accounts; updating ownership, parcel and or mailing address on CAMA database per Deeds, Plats, Wills, etc.; using GIS applications to locate correct properties for ownership update; sorting and filing any documents or forms needed to support File Maintenance changes.
3. **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; convey factual data clearly and concisely; communicate procedures and important deadlines.
4. **Coordinate the division's appraisal procedures** by maintaining quality of work and division production standards and by assisting the GIS manager/supervisor in all aspects of planning for field work, valuation, and appeals. Assist the GIS manager/supervisor in developing annual work plan and identifying critical completion dates to ensure account information is received on a timely basis.
5. **Maintain BCAD database** by operating a PC and becoming totally familiar with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and HP-12C calculator.
6. **Represent the district** by assisting in the appraisal process and by assisting in achievement of overall goals, those set by the District and those mandated by the State.
7. **Improve procedures and job efficiency** by evaluating work methods and making suggestions; manage and organize individual daily workload.
8. **Mentor division staff** by providing leadership and training in the areas of accuracy, quality of work and public relations; commitment to exceptional public service.

9. **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
10. **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code; supports other departments on special assignments as directed by the manager/supervisor.
11. **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
12. **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., walking over rough and muddy terrain, possibly crawling, possible weekends and overtime as needed.
13. **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, one on one meetings with taxpayers, tax unit employees, and fiduciaries, high phone demands, exposure to chemicals (liquid solvents, powder chemical toners, etc.).

### Reporting Relationships

**Reports to:** GIS Supervisor, or GIS Manager, or As Assigned.

**Supervises:** GIS Staff As Assigned.

**Works With:**

**Internal** – BCAD Staff

**External** – Taxing Units, Fiduciaries, ARB, and the General Public.

### Conditions of Employment

1. Meets standards of the **“General Description”**, **“Qualifications”** and **“Essential Functions of the Job”**.
2. Must sign an Ethics Agreement.
3. Must sign an Authorization for Non-Release or Release of personal information.
4. Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
5. Agrees to comply with all written District Employee Policies and Procedures.
6. Must complete a Financial Disclosure Form

### Evaluations

Evaluations will be in accordance with the BCAD personnel policies. After the initial 90 days the immediate supervisor will evaluate employee's performance of their duties and responsibilities as detailed above. The initial review is a communication tool to review criteria and standards and not necessarily a salary change recommendation. Evaluations will then be at 6 months, followed by another at 12 months then annually in January of each year thereafter.

### Acknowledgement

I, Michael A. Amezcuita, Chief Appraiser, do hereby approve the GIS Deed Technician Job Description.

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**Michael A. Amezcuita, Chief Appraiser**

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**Date**