



BEXAR CENTRAL APPRAISAL DISTRICT

Title:	GIS Technician	Group:	615
Department:	Geographic Information Systems	Exempt:	No
Division:	Geographic Information Systems	TDLR Registration:	None

Summary

Supports all appraisal departments and taxing unit staff with information on current property boundaries, ownership or legal descriptions, and new account information, using GIS and CAMA databases. Responds to public inquiries regarding, but not limited to, property legal descriptions, current property boundaries, ownership or address corrections, exempt properties, boundary discrepancies, and questions concerning property ownership or taxation. Responds in writing to letters from customers. Creates, modifies, and deletes tax accounts on CAMA as appropriate, creates Coordination packets, and updates GIS databases per Deeds, Plats, etc. Updates Tax Unit Entities on CAMA database and revises boundary lines as needed on GIS database using GIS mapping software.

Key Responsibilities

- Support organization goals by working with GIS Director and/or supervisor to interpret and/or plot metes and bounds or legal descriptions and locates subject property on geographic database using mapping software for research or creation of new property parcels in the GIS database; interprets and/or plots metes and bounds of annexation ordinances to update GIS database to reflect new city limits lines of City of San Antonio, and all incorporated cities. Write reports on work status of special projects or assignments.
- Perform complicated GIS work by researching assigned residential, commercial or personal property accounts; updating ownership, parcel and or mailing address on CAMA database per Deeds, Plats, etc.; processing Tax Unit apportionments using ESRI Software to calculate area in each tax unit; developing District annual map sets, plots, and reports using GIS system and application programs.
- 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.
- Coordinate the division's appraisal procedures by maintaining quality of work and division production standards and by assisting the GIS Director/supervisor in all aspects of planning for field work, valuation, and appeals. Assist the GIS Director/supervisor in developing annual work plan and identifying critical completion dates to ensure account information is received on a timely basis.
- 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, and knowledge of ESRI or other geographic software.
- 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.
- Improve procedures and job efficiency by evaluating work methods and making suggestions; manage and organize daily workloads.
- Mentor division and surrounding Appraisal District staff by providing leadership and training in the areas of accuracy, quality of work and public relations; commitment to exceptional public service.
- 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.

- 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 Director/supervisor.
 - Contribute to team effort by accomplishing assigned tasks which can change as required by business needs.
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Qualifications & Requirements

Education & Experience

- Thirty (30) college hours or its equivalent preferably in real estate, GIS, computer science, or business, plus three (3) years Appraisal District, GIS, or ownership mapping experience. Will accept five (5) years of relevant work experience in lieu of college hours or equivalent mix of college hours and work experience.

Knowledge & Skills

- Ability to grasp technical subject matter and terminology.
 - Knowledge of and experience with computer-assisted appraisal, PC's, NT, and PC software.
 - Communicate effectively orally and in writing.
 - Work effectively both independently and with others.
 - Organize and plan work effectively.
 - Commitment to providing exceptional public service.
 - If position requires use of personal vehicle, a valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. In any case, must have reliable transportation.
 - Must have a telephone or point of contact.
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Physical & Environmental Requirements

- Physical demands requiring sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., possible weekends and overtime as needed.
 - 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, possible exposure to outdoors, high humidity and extreme temperatures, may drive to designated locations to perform District assignments in all weather conditions.
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Reporting Relationships

- **Reports to:** GIS Director, or GIS Technician Supervisor.
 - **Supervises:** GIS Staff as Assigned.
 - **Works with:**
 - **Internal:** BCAD Staff
 - **External:** Taxing Units, Fiduciaries, ARB, and the General Public.
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Acknowledgment

I, Rogelio Sandoval, Chief Appraiser, do hereby approve of the GIS Technician Job Description.



Rogelio Sandoval, Chief Appraiser

Date: April 15, 2026