

GIS CLERK

GENERAL DESCRIPTION

Performs entry level data entry work on geographical information systems and related software. A comprehensive understanding of maps and geographical data is a must as a majority of the work entails reading a map and interpreting the results. Also involves entering data and maintaining files into a database environment. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs repetitive data entry and verification of data files.

Performs editing and maintenance of data files.

Transcribes source documents to machine acceptable formats.

Prepares formatting programs for simple applications and corrects entry errors May provide clerical support.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in computers, data entry work; MS Access and MS Excel, GIS system experience; ESRI, ArcMap or Maptitude preferred. Understanding maps and geographical information is a must. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of data entry equipment and of office practices and procedures Ability to detect and resolve error conditions and to select and transcribe data Type 40 wpm

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time • operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multitask environment Maintain effective audiovisual discrimination and perception needed for:

making observations

reading and writing • operating assigned equipment

communication with others

required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

