

Code: 1418

Title: GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA ENTRY SPECIALIST

SUMMARY: Performs specialized data entry work coding and reviewing Automated Mapping/Facilities Management and Geographic Information System (GIS) source documentation and determines appropriate entries, additions, deletions and modifications.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Enters geographic data into a computer system using keyboards, digitizers, scanners and related devices;
Indexes, codes and classifies information from a variety of source documents to extract pertinent data for entry into the GIS databases;
Verifies the accuracy and completeness of data before and after entry into the system;
Performs quality control audits of data-entry processes and procedures;
Performs operator-level maintenance on departmental information systems hardware and peripheral devices;
Interprets aerial photographs and other images to extract data needed for entry into GIS databases;
Calculates scales, distances and other dimensions from a variety of source materials;
Maintains comprehensive files of source documents, operating procedures and related documentation;
Documents causes of repeated errors in data entry or source documents, and assists in development of remedial measures and procedures;
Researches historical information to verify and/or make corrections to records;
Assists in the development of new operating procedures and changes to master files in the GIS database(s);
Leads other GIS Data Entry Specialists or GIS staff in complex or unique projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- data input, editing and verification procedures;
- preparation and coding of source documents;
- record keeping and general office procedures;
- basic mathematics and geometry;
- interpretation of legal descriptions of property;
- interpretation of aerial survey photography;
- surveying and/or cartography techniques;
- Computer Aided Design/Drafting (CAD/CADD) programs and equipment.

Skill in:

- operating data entry and peripheral equipment;
- interpreting source documents;
- coding information for entry into a geographic information system or automated mapping system;
- performing mathematical geometric calculation;
- researching document files and automated records for specific information;
- performing operator-level maintenance on information system hardware and peripheral equipment;
- verifying accuracy and completeness of source documents;
- performing quality-control checks of data entries.

MINIMUM QUALIFICATIONS:

EITHER:

(1) One year of verifying and coding experience in data entry in an automated mapping or related setting, including graphic and tabular data entry and verification.

OR:

(2) Two years of general experience in data entry, including at least six months of experience coding and verifying geographical information for entry into an Automated Mapping/Facilities Management (AM/FM) system, Geographic Information System (GIS) or similar spatial information database system.

OR:

(3) Completion of at least 15 semester hours from an accredited college, university or vocational/trade school in geographic information systems, surveying, CAD, automated mapping, remote sensing, aerial photographic interpretation, or a related area and six months of experience performing data-entry of tabular and graphic geographic data into an Automated Mapping Facility Management (AM/FM) or Geographic Information System (GIS).

(Additional relevant experience and/or education from an accredited college, university, trade or vocational school may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.