

## **GIS Specialist Position-Cuming County Assessor's Office**

### **Main Duties:**

- Maintain & Update Parcel Layer (ownership)
  - Metes & Bounds
  - PLSS
  - Land Surveys
- Legal Descriptions
- Deed Research
- Review & Update Land Use Layers
- Improve and add Layers as needed

### **Additional Duties:**

- Processing Real Estate Transfer Statements (Form 521)
- Processing Homestead Exemption Applications
- Assisting with Personal Property Returns
- Taxpayer Assistance
- Assist with counter work and answering phone calls as needed
- Other duties as assigned

### **Requirements/Skills:**

- **Attention to Detail / Be Precise**
- Critical thinking
- Problem Solving
- Ability to work with others & take direction
- Team Mentality
- Responsible
- Ability to Multitask
- Organization Skills
- Helpful
- Communicates well
- Quick Learner

### **Software used:**

- Arc GIS
  - Arc Map 10.5.1
- ESRI
- MIPS CAMA
- Excel
- Microsoft Word
- Power Point
- Pictometry Software (In near future)

Hours: M-F 8:30 am to 4:30 pm

Salary: To Be Determined

Benefits:

- Health Insurance: provided for employee; family insurance available
- Retirement plan: County Government retirement plan & 457 plans available
- PTO available
- Paid Holidays

**Contact Information:**

Cherie Kreikemeier

Cuming County Assessor

200 South Lincoln Street

West Point, NE 68788

Website: <https://cumingcountyne.gov>

Email: [cumingcountyassessor@cumingcounty.ne.gov](mailto:cumingcountyassessor@cumingcounty.ne.gov)

Phone: 402-372-6000 Ext 5