

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: GIS Data Clerk

Class Code: 20355

A. Purpose:

Creates city address maps complete with street names and block numbers by working with Geographic Information System (GIS) applications utilizing a variety of Arc software applications to provide information to be used by the department and others.

B. Distinguishing Feature:

The GIS Data Clerk works with various Arc software applications to load and update information and prepare and maintain statewide address maps. Automated Mapping Specialists combine automated mapping, textual databases, and graphics to create graphical presentations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Reviews information submitted by city officials and determines necessary adjustments to be made to maps maintained in Arc software.
 - a. Downloads and reviews information from other databases.
 - b. Adjusts city lines to the boundary lines provided by DOT.
 - c. Utilizes various screens and menus to load and update information into the system.
 - d. Enters street names and block addresses.
 - e. Modifies/adjusts city streets and draws in cul-de-sacs.
 - f. Prints updated maps and mails them to city officials for review and approval.
 - g. Makes necessary changes to the system based upon additional and/or corrected information provided by city officials.
2. Maintains maps to reflect changes in cities and ensures up-to-date information is available for others.
 - a. Reviews information submitted by city officials and other agencies.
 - b. Determines if changes need to be made to existing city address maps.
 - c. Adds house or business numbers to blocks and arranges them accordingly utilizing Arc software.
 - d. Provides format to cities for corrections and address range information.
3. Assists in maintaining applications associated with Arc software for the department to enhance the system.
 - a. Identifies problems with the software and works with programmers to correct.
 - b. Performs special projects associated with the application of Arc software.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a project manager. May provide work direction to other employees working with Arc software applications.

E. Challenges and Problems:

Challenged to obtain necessary information from city officials. This is difficult because the department can only work with the information provided by a city. If the needed information is not provided by city officials, different methods have to be developed to obtain this information

Typical problems include limitations of the Arc software, a lack of cooperation from city officials asked to submit and/or check map information, working with city officials to verify the accuracy and completeness of information provided, and determining methods to obtain information.

F. Decision-making Authority:

Decisions made include determining appropriate city limit boundaries based upon information received from cities, the layout of maps, accuracy and placement of street names and addresses, and placement of labels on maps.

Decisions referred include formal requests for information from city officials and final approval of all GIS applications within the department.

G. Contact with Others:

Daily contact with city officials to request and verify information; and weekly contact with programmers to correct coding problems.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- Geographic Information Systems (GIS);
- Arc software.

Ability to:

- deal tactfully with others;
- use a computer;
- communicate clearly and concisely.