



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>GIS Intern</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	(Please check one)	
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-exempt</u>	DATE: <u>02/2024</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: <u>300</u>	

SUMMARY:

With general supervision, assists with the maintenance of the Boone County GIS.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

RESPONSIBILITIES:

Responsibilities may include, but not limited to, the following job duties: assist with GIS data development and/or conversion projects; create features and assign attribute data from other datasets to GIS format and/or based on field inspections; interpret aerial photography/orthophotographs; develop and document GIS procedures.

KNOWLEDGE AND SKILL:

1. Specific knowledge of ArcGIS Desktop and ArcGIS Pro Software.
2. Knowledge and experience with aerial photo interpretation.
3. Good skills in oral and written communication.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone. Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

Declared Major with GIS focus and experience with GIS using ESRI's ArcGIS Desktop or ArcGIS Pro and experience with aerial photo interpretation.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.