

Job description

Grow your career at Cape Girardeau County as a Real Estate / GIS Clerk in the Assessor's office. Utilize your knowledge of deeds and legal descriptions to support the functions of the Assessor utilizing GIS and other technologies.

Job Duties can include:

- **Read and interpret deeds and legal descriptions.** Process deed changes, prepare necessary forms and maps and perform basic mapping.
- Reconcile ownership by researching deeds and land transfer documents.
- Operate ESRI ArcGis Pro software, Canon iPF825 map plotter and Vanguard CAMA vision software.
- Assist the Collector and Recorder, public, and businesses with related inquiries.
- 911 Addressing.
- Plot electronically or manually.

ESSENTIAL SKILLS

- Problem solving.
- Attention to detail and accuracy.
- Ability to calculate arithmetic computations.
- Establish and maintain effective working relationships with co-workers and the public.

KNOWLEDGE OF

- Property deeds and legal descriptions.
- Survey technology.
- ESRI software, plotters, and other office equipment.
- Microsoft Excel, Word and Adobe Acrobat.

EXPERIENCE AND EDUCATION

- High School Diploma or equivalent required.
- **One year prior experience in real estate title work preferred.**
- Associate degree or higher in drafting, industrial arts, cartography or GIS desirable.

- One year of mapping technician experience and successful completion of courses offered by IAAO, ESRI and the Missouri Mappers Association is desirable.

Benefits:

Cape Girardeau County offers a competitive benefit package including:

- Paid Health, Dental, Vision and Life Insurance.
- 14 Paid Holidays.
- LAGERS County paid pension.
- CERF employee contribution pension plan.
- CERF savings plan with matching funds.
- Paid vacation and sick leave.

Job Type: Full-time

Salary: \$18-\$20 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance