

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for the position of **LAND RECORDS COORDINATOR**. This position will perform administrative and supervisory work in the recording of land parcels, preparation and maintenance of land maps and related records of ownership, technical support in the Surry County Geographic Information Systems (GIS) application and software; in the assessment of future GIS needs and the development of future GIS related products. The position will assist and supervise with new 911 addresses in accordance to the Surry County Ordinance and update MSAG database with new roads. Work is performed using ARC/INFO and various integrated computer software. Duties include supervising and recording of land transfers, indexing land records and the creation and maintenance of land maps. The Land Records Coordinator also works with other County departments and the public in the use of the computerized land records system. On-site visits of property to be mapped and recorded and interviews of land owner may be necessary. Other responsibilities include daily supervision of employees, development of work standards and procedures, and maintaining knowledge of current laws. Other related work will be performed as required. Work is performed in accordance with laws and established policies and is under the supervision of the Tax Administrator.

JOB REQUIREMENTS: Graduation from an accredited college or university with major course work in geography, computer science, or a related GIS field or any equivalent combination of education and experience and mapping technology, with considerable experience in a related area. Experience in surveying, mapping, or paralegal desired. Assists in the training and support of departmental staff. Work requires accuracy and attention to details, initiative, judgment, and ability to deal courteously and tactfully with the public. Provides technical support for the GIS related projects as requested by the Tax Administrator. Good computer skills are required. Working knowledge of State laws, County ordinance and policies, and geographical areas and subdivisions of the County are desired.

SALARY RANGE: GRADE 68 \$36,480 - \$60,972

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (336-786-4169) or at the Surry County Human Resources Office, 114 W. Atkins Street, Dobson NC (336-401-8221) until filled. A complete list of duties and physical demands will be available upon request. In-house applicants should contact Human Resources at 336-401-8221.

**SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Date Posted: 3/12/2019
Closing Date: Open until filled**