

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY Geographic Information System (GIS) Technician

**Date of Issue: 01/11/18.** The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data, and assisting with the development, maintenance and operation of a Geographic Information System (GIS). The incumbent works with departmental staff, other county departments, and outside agencies toward the acquisition and development of data, project design, and the preparation of cartographic products. The work is performed under the general supervision of the GIS Manager with leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

The title of GIS Technician is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2018.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$38,550/year (CSEA SG IX) benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Information Technology

### **Minimum Qualifications Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in civil engineering, geography, planning, computer sciences or closely related field, and one (1) year of experience designing, creating and updating maps based upon digital and non-digital data; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Education beyond the Associate's degree in one of the accepted fields may be substituted for experience on a year for year basis.

### **Apply to:**

Tioga County Department of Personnel & Civil Service: [www.tiogacountyny.com](http://www.tiogacountyny.com)

To download application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

### **Apply by: Applications will be accepted until position has been filled**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.