

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: GRAPHIC DATA ENTRY CLERK

JOB SUMMARY:

Performs data conversion, extraction and quality control on a variety of CAD-formatted source datasets for input into the Land Information Database. Also performs periodic maintenance and updates of parcel databases and enters parcel attribute data from files. Specific duties depend on project assignments and may include creating, updating and editing GIS layers; adjusting and/or rectifying existing graphic data; or assisting in a variety of ad hoc projects and assignments.

REPORTS TO: Senior Land Information Officer or designate

SUPERVISION GIVEN TO: Support Staff as required

DUTIES AND RESPONSIBILITIES:

- Performs data conversion, with emphasis on CAD data, to support a geo-database of State Lands;
- Inputs raster, vector and attribute data, as necessary;
- Transfers data to and from mobile field devices to the GIS
- Assists in the development of data documentation;
- Checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency and conformance with design criteria;
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Proficiency in GIS software, preferably ESRI's ArcGIS software ▪ Knowledge of ESRI's ArcGIS Suite of tools will be an asset ▪ Knowledge of coordinate systems and cartographic standards ▪ Working knowledge of Microsoft Office Suite ▪ Standard report writing skills
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SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Ability to read and create digital plans/maps and to read cadastral plans ▪ Ability to read and understand deeds and legal instruments related to land ▪ Strong organizational, time management and interpersonal skills
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MINIMUM EXPERIENCE AND TRAINING:

- Associate Degree, A'Levels or Certificates in Earth Sciences, Computer Science, Land Surveying or Graphic Design.
 - Any combination of relevant education and experience that provides the applicant with the desired skills, knowledge and ability required to perform the job.
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