



GIS Intern

The Land Information Office (LIO) maintains and updates Jefferson County's land records, which includes parcel numbers, addresses, parcel ownership, assessments and property tax bills. The Office coordinates with local municipal assessors to compile assessment values for each property, as well as creates the property tax bills for every parcel within the County. The Office develops and maintains the County's Geographic Information Systems (GIS) database. The LIO is established through Wi. Stat. Ch. 59.72 and implements the Land Information Program.

The Land Information Office is currently hiring a GIS Intern in order to enhance their academic, career, and personal development by gaining experience assisting County GIS staff with developing, creating, and maintaining County GIS and land records data. The primary task for this position will be to perform data creation, preparation, clean up and remediation as the County works to meet the NG 911 data standardization requirements.

As an attentive, knowledgeable, and thorough GIS intern, you will be successful in this role by completing the below key tasks and responsibilities:

- Works with the County's GIS data to align the County's current addressing and road data with the State's NextGen 911 data standards that were recently published. Performs data clean up, quality control and data conversion while under supervision of the GIS Specialist III.
- Assists in the creation and maintenance of GIS data utilizing the latest ESRI technology.
- Prepares GIS data and cartographic layouts.
- Assists with field collection projects utilizing Field Maps.
- Assists with GIS functions utilizing spatial analysis.
- Variety of other tasks necessary provided on the posted job description.

Starting wage: \$15.00/hour

Hours and internship are flexible.

Generally: 40 Hours/week; Monday-Friday 8am-4:30pm

May/June through August/September

Qualifications Needed:

- Pursuing a bachelor's degree in Geographic Information System; or a similar degree from a college or University.
- Valid driver's license
- High school diploma or equivalent, required.
- Experience in basic editing of both tabular data and geometry using the latest ESRI software – including ArcMap, ArcGIS Pro and Arc Online tools.

Qualifications Preferred:

- Experience, knowledge, or education related to soil science and/or geographic information system (GIS).

Applications will be accepted until this position is filled, however, initial screening of applicants will begin:

March 31, 2023.

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer