MULTNOMAH COUNTY
ANNOUNCES A RECRUITMENT FOR
GIS/Cartographer

SALARY: $19.78 - $24.33 Hourly
$3,441.72 - $4,233.42 Monthly
$41,300.64 - $50,801.04 Annually

CLOSING DATE: December 20, 2013

RECRUITMENT NO.: 6081-01

THE POSITION:

This is a Limited Duration Assignment (LDA) that is expected to last up to two years. This recruitment may be used to fill future regular and LDA positions.

This Work Matters...

At the Department of County Management, the work we do is essential to the operation of Multnomah County as a government, as well as an employer. And as a team, we are committed to being good stewards of public resources. Multnomah County Division of Assessment, Recording and Taxation (DART) strives to be viewed as a well-managed, professional organization by which all other Assessment & Taxation organizations may be measured, while meeting its mandated responsibilities, using public resources prudently with excellent results, using best practices and innovative technology, actively partnering with internal and external customers, valuing and respecting its diverse workforce and providing opportunities for development and professional growth, in a safe and positive work environment. DART serves the public by carrying out all mandated functions with integrity, accountability, excellent customer service, accuracy and effectiveness, while prudently managing public resources.

The primary focus of the GIS/Cartographer will be to provide support to staff and deliver direct customer service via e-mail, telephone and in person to the public and internal customers by providing information regarding land records and maps. This position will provide and maintain current, accurate cadastral maps, and resolve complex problems relating to real property ownership which includes; transfers, vesting, history, and legal descriptions.

The ideal candidate will be able to provide accurate and timely service by having the knowledge and application of related Oregon Revised Statutes, as well as State of Oregon Digital Cadastral Map Standards.

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

TO QUALIFY:

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

The following guidelines will be used in evaluating applications. Credit for work that is less than 40 hours per week will be pro-rated. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of responsible cartography experience, preferably with computer mapping tools;
AND/OR

Education/Training: Equivalent to an Associate of Arts or Science degree from an accredited college or university. With Major course work in cartography, drafting, or a related field; AND

Other: Ability to pass a criminal history background check.

THE APPLICATION PACKET:

Please read the following information carefully, as failure to follow instructions may result in your disqualification.

Application packets must be received by 11:59pm Pacific Time on the closing date, if specified.

A standard Multnomah County Employment Online Application: Be sure to explain in detail all related work experience. All evidence of meeting minimum qualifications must be demonstrated in the work experience portion of your application. Information in the supplemental questions and/or resumes will not be reviewed for the purposes of screening for minimum qualifications.

Responses to Supplemental Application Questions: Respond to each of the questions individually and completely; explain or describe any experience (paid or unpaid) and training related to each item. If you meet the minimum qualifications, the quality and rating of your supplemental questions will determine whether you advance further in the recruitment process.

Do not miss important information: Open the full job announcement on the website by clicking on “Print Job Information” and read carefully. Contact the specific Recruiter listed near the bottom of the announcement if you have any questions.

SUPPLEMENTAL INFORMATION

THE SCREENING AND EVALUATION PROCESS:

1. Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications must be shown on the standard Multnomah County Employment Application; other application materials will not be reviewed at this stage of the screening process.
2. Application packets that meet the minimum qualifications will be screened again on the applicants’ ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.

3. Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on the civil service list of eligibles will be based on the application, responses to the supplemental questions, and/or any additional information obtained.

4. The highest scoring applicants will be referred to the hiring manager for an interview.

Executive, non-civil service employees serve at the pleasure of the appointing authority. Appointments to Executive Service positions may be made through direct appointment, or through a recruitment process. When a recruitment process is used, applications will be screened to identify the candidates whose education, experience and abilities best match the desired qualifications for the position.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

VETERANS’ PREFERENCE

In accordance with Oregon law, veterans who meet the minimum qualifications and any special qualifications for a position may be eligible for Veterans’ Preference. You may claim either 5 points as a qualified veteran (non-disabled) or 10 points as a qualified disabled veteran, but not both.

To Apply for Veterans’ Preference with Multnomah County:

1. Job applications must be completed online.
2. In order to ensure preference is awarded appropriately, the recruiter (listed below) must receive all required documentation by the closing date of the recruitment.
3. You may attach all required Veteran’s Preference documentation to your online job application electronically, or scan and email separately to the recruiter listed below, or mail to the address below. Please reference the recruitment number and position title in all communications.

Email Veteran's Preference documentation only to: kara.d.hill@multco.us

Mail Veteran's Preference documentation only to:
Multnomah County DCM - Department of County Management
Attn: Kara Hill
Address: 501 SE Hawthorne Blvd. Suite 400, Portland, Oregon 97214

Please Note:
Veterans' Preference will not be awarded without the appropriate documentation. Please go to http://web.multco.us/jobs/veterans-preference-form for details.

There is no limit to the number of times you can use Veterans’ Preference. However, you must submit required documentation for each recruitment process in which you are claiming Veterans’ Preference, even if you have submitted documentation previously.

HOW TO APPLY

Effective July 1, 2010, Multnomah County no longer accepts paper applications.
Please visit our jobs site at www.multcojobs.org to submit an online application

Applications and supplemental questions, if applicable must be received by 11:59 pm on the closing date.
Don’t delay, apply as soon as you see the job announcement, closing date may change.

Questions: Please contact the Recruiter listed below

Questions about the application process for the hearing impaired: (503) 988-5170 TTY

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change.
It does not constitute either an expressed or implied contract.

Contact Name(s)/Phone(s): Kara Hill 503-988-6324
Department: DCM - Department of County Management
Class Number/Title: 6081/GIS Cartographer
Date: December 06, 2013

GIS/Cartographer Supplemental Questionnaire

* 1. Describe your experience with property descriptions. Be sure to include in your answer if you have experience with; inputting data into a cadastral land base map, writing property descriptions, reading and interpreted deeds.

* 2. Describe your experience with digital map editing and digital map production.

* 3. Describe your experience with Geographic Information Systems (GIS). Cite the name of the specific program/application used and describe your level of proficiency. Be sure to include examples of the work you have performed using each program.

* Required Question