

July 19, 2021

## **EXTERNAL JOB POSTING**

**Position Title:** Mapping Assistant (Liberty office) (Full Time)

**Classification:** Non-Exempt

**General Position Description:** Perform various mapping duties, including abstracting; establishing new subdivision records as they are filed; designating accounts for property newly annexed, de-annexed, bought, sold or otherwise transferred in deed records; organizing and maintaining map files; and maintaining computerized ownership maps of Liberty County.

**Minimum Experience/Education/Qualifications:**

1. Preferably a person with an associate or bachelor degree in computer science, drafting or a related field. Experience in related fields may be substituted for education requirement. An aptitude test will be administered to determine applicant's abilities.
2. Must have two (2) years' experience with AutoCAD Software, ARC Info Software, or other related mapping software.
3. Must have knowledge of general office practice and equipment including calculator, copier, computer and telephone.
4. Must be able to effectively communicate with taxpayers, taxing unit personnel and other users of Appraisal District information.
5. Bilingual applicants are preferred but not required.

**Salary is contingent upon qualifications and experience. Benefits package is included.**

**Applications, resumes and references will be accepted at the Liberty office or via email until 12:00 p.m. August 15, 2021. Acceptable applications are available in office and on the District's website at [www.libertycad.com](http://www.libertycad.com) . Qualified applicants should submit applications/resumes/references to:**

**Liberty County Central Appraisal District  
Attn: Lana McCarty  
PO Box 10016  
Liberty, Texas 77575  
[lmccarty@libertycad.com](mailto:lmccarty@libertycad.com)**

**(posted July 19, 2021)**