

October 19, 2021

EXTERNAL JOB POSTING

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

Classification: Non-Exempt

General Position Description: Under general supervision, 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's degree in computer science, drafting or a related field. Experience in related fields may be substituted for education requirement.
2. Must have knowledge of general office practice and equipment including calculator, copier, computer and telephone.
3. Preferably experienced in Autocad Software, ARC Info, or GIS.
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.

Applications, resumes and references will be accepted at the Liberty office or via email until 12:00 p.m. November 4, 2021. Acceptable applications are available in office and on the District's website at 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**

(posted October 19, 2021)