

**Debra J. Nye**  
**Muskingum County Auditor**  
**Position Opening Announcement**

**Date:** August 28, 2024  
**Position Title:** GIS Analyst  
**Department:** GIS Division  
**Pay Range:** \$20.10 -\$25.17 (based on education and experience)  
**Status:** Fulltime – **35 per hours/week**  
**Deadline:** Inside/Outside Applicants: Open Until Position is Filled  
*(Applications and/or resumes received or postmarked after deadline will not be considered.)*

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**DUTIES AND RESPONSIBILITIES:**

To contribute to the effective GIS operations of the county through accurate and efficient updating and maintaining maps and data for county use and to effectively communicate with staff, all governmental entities and general public. Assisting with inquiries related to maps and data, the inventory of county owned utilities and creation of maps and other duties as assigned.

**QUALIFICATIONS:**

- Associate's or Bachelor's Degree in geographic information systems (GIS), computer science; Aided Drafting (CAD), Geography or a related field is preferred or two to four years of direct GIS related experience.
- Familiarity using ArcGIS products, experience analyzing data, geocoding, and executing other geographic functions preferred.
- Familiar on how to analyze information and detailed data analysis.
- Research experience.
- Average knowledge of financial real estate terms and principles.
- Proficient in using electronic spreadsheets (Excel), word processing (Word), image editing (Adobe Suite) and other common software systems.
- Any experience with SQL Server, ArcGIS Online, ArcServer or database management desirable.
- Excellent customer service attitude, willingness to learn new concepts, software and roles.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

Assists customers with real estate issues, utilizing GIS and other geographic records, while working to resolve issues with good public relations. Performs data entry & research. Engages in editing and basic analysis of existing geospatial data. Assists other governmental entities with requests including the Real Estate Department of the Auditor's Office. Certifies and approves documents for the Department.

**WORKING CONDITIONS:**

- Works within the Auditor's office, Monday through Friday from 8:30 a.m. to 4:30 p.m. (35 hours per week).

Please submit both a Resume and Application by mail, fax or email ([auditor@muskingumcounty.org](mailto:auditor@muskingumcounty.org)) by the deadline to:

**Debra J. Nye**  
**Muskingum County Auditor**  
401 Main Street  
Zanesville, OH 43701 Fax: 740-455-7182  
EOE