

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

**Date:** May 4, 2021  
**Position Title:** GIS Analyst/Customer Service  
**Department:** GIS  
**Pay Range:** Negotiable (based on education and experience)  
**Status:** Fulltime – 35 per hours/week  
**Deadline:** Inside/Outside Applicants: May 18, 2021  
*(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 the maps for county use and to effectively communicate with staff, all governmental entities and general public on inquiries related to digital tax maps, the inventory of county owned utilities and creation of maps and other duties as assigned.

**QUALIFICATIONS:**

- Associate's Degree in geographic information systems (GIS), computer science, Computer Aided Drafting (CAD), Geography or a related field is preferred or two to four years of direct GIS related experience.
- Familiarity using ArcGIS products, proficiency preferred.
- Proficient in using electronic spreadsheets (Excel), word processing (Word), image editing (Adobe Suite) and other common software systems.
- Excellent customer service attitude.
- Exceptional communication skills, both written and verbal.
- Consistent and dependable attendance.
- Works cooperatively with others and independently as needed.

**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, scanning all with a high level of detail and well thought out file structure. 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**