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POSITION TITLE: Intern - Database Clerk/GIS Technician
FLSA: Nonexempt
GRADE: NE0
SUPERVISOR: GIS Supervisor
DEPARTMENT: Mapping/GIS

Position Summary:

Receives, verifies and inputs data into computer system according to established policies and procedures. Ensures accuracy of all data recorded and maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Inputs data from counties, ditch rider logs, MRGCD assessments, elections, Water Bank applications and other sources into the MRGCD'S Geographic Information System Database (GIS).
- Compiles, sorts and verifies accuracy of data to be entered.
- Performs research and verification of Uniform Property Codes for counties within the benefited area of the MRGCD.
- Prepares periodic progress reports for map verification and revisions.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Makes necessary corrections to information entered.
- Keeps records of work completed.
- Assists the GIS department in preparation for periodic reports.
- Responds to inquiries regarding entered data.
- Assists in establishing and maintaining an effective and efficient records management system.
- Assists other departments as required with typing, data entry, filing, and preparing and distributing copies.
- Contributes to team effort and accomplishes related results as required.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED plus one year related experience; or equivalent combination of education and experience. Must be able to type 40 wpm at a minimum. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- business English, proper spelling, grammar, and punctuation
- basic arithmetic

Skill in:

- communicating effectively, both verbally and in writing
- operating various word-processing, spreadsheets, and database software programs

Ability to:

- carry out instructions furnished in verbal or written format
- handle multiple tasks and meet deadlines
- maintain confidentiality
- proof entries and other written materials for accuracy and completeness
- maintain positive working relationships with district employees and the public
- demonstrate excellence in everything, and continually seek improvement in results

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 15 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Prolonged sitting is required on a regular basis. Tight time constraints and multiple demands are common.