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| Title: GIS Analyst | Effective Date: October 18, 2010 | Grade: X | Job Category: Para-Professional |
| Prior Title: GIS Analyst | Prior Effective Date: November 1, 2007 | Grade: X | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing various cartographic and GIS related functions.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Use computer aided design and drafting (CADD) software to accurately digitize and label statewide, county and city maps.
- Research and collect data, interpret and plot land descriptions/plans necessary to prepare and/or update finished maps.
- Create and maintain GIS databases and workspaces.
- Transfer data into different coordinate systems and software platforms for the use within and outside of the Department.
- Interpolate and utilize aerial imagery provided by the Department or from other sources in the state.
- Assist in the preparation of various types of maps, charts, and graphs as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in geography or related field. Working knowledge of Microstation or AutoCAD. The ability to utilize and interpret aerial photography to update and produce maps. Thorough knowledge of GIS methodologies and project creation in GeoMedia or ArcView. Familiarity with Microsoft Access, Excel and Word. Good oral and written communication skills.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

