

Todd County

MINNESOTA



**TODD COUNTY**  
invites applications for the position of:

## **GIS Intern**

**SALARY:** \$12.00 Hourly

**OPENING DATE:** 02/18/19

### **PURPOSE OF POSITION:**

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The purpose of this position is to create and maintain spatial data within Todd County GIS software.

***This job will be open until filled with the first review of applications March 15, 2019.***

### **Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Responsible for the creation and editing of land use polygons within ArcGis software.
- Compiles and integrates data from a variety of sources for inclusion in map layers.
- Assists assessor's office staff in the estimation of real estate market value.
- Perform data research and verification activities to ensure the information collected is accurate.

- Attends and participates in workshops, continuing educational programs, in service training, etc., as approved.
- Maintains work areas in a sanitary and safe manner and follows departmental dress code.
- Follows all established safety procedures and precautions when operating county equipment.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

- Currently enrolled in a post-secondary education program with coursework in GIS, real estate, agriculture, or related field.
- Must pass a criminal background check.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to analyze and interpret information and data from a variety of sources.
- Ability to communicate orally and in writing with department personnel.
- Ability to apply algebraic and trigonometric formulas.
- Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning in performing synthesis functions.

**Physical Requirements** This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.todd.mn.us/>

Position #94D  
 GIS INTERN  
 SO

215 1st Ave S, Suite 300  
 Long Prairie, MN 56347  
 320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### **GIS Intern Supplemental Questionnaire**

- \* 1. Are you currently enrolled in a post-secondary education program with coursework in GIS, real estate, agriculture, or a related field?
- Yes- I am enrolled in college courses as described
  - Yes- I am enrolled in technical college courses as described
  - No- I am not enrolled in any of the programs described
- \* 2. Tell us a little about your current course of study and career goals.

- \* 3. Do you have any experience with the ArcGIS software program?
  - Yes
  - No
- \* 4. Do you have experience with computer data entry?
  - Yes- 2+ years experience
  - Yes- Under 2 years experience
  - No experience
- \* 5. Do you have knowledge of soil classification, nutrient management, topography mapping, Ag engineering, and or/hydrology?
  - Yes
  - No
- \* 6. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
  - Yes- Qualified Disabled Veteran (10% or higher disability rating)
  - Yes- Qualified Vet or Spouse of Deceased Vet
  - No
- \* 7. Can you perform all of the physical requirements of the position?
  - Yes
  - No
- \* Required Question