

**GIS Land Project  
Assistant  
(Job Number 001798437)**

**Employer:**

PREMIER SOLUTIONS GROUP

1652 N MAIN ST  
RACINE, WI 53402

**Work Site County/ies:**

Bayfield  
**Bayfield County Land Records Department**

**On Bus Route?**

No

**Pay:**

\$17.00 Per Hour to \$17.50 Per Hour

**Duration/Hours Per Week:**

Full-Time, 35 to 37.5 Hours Per Week - **Contracted Position**

**Shift/Work Days:**

First  
Monday-Friday.

**Number of Openings:**

1

**Minimum Requirements of Employer:**

**Education:**

Bachelors Degree Desired  
Graduate of Bachelors or Associates degree program in geography, land records, geology, land survey, natural resources or related field. One year GIS and land survey experience is preferred.

**Professional Licenses /  
Certifications:**

No Licenses or Certifications Requested

**Vehicle:**

Required, Mileage reimbursement available.

**Drivers License:**

**Type:**

Class D - Regular (Auto, Light Truck, Moped)  
Required

**Endorsements:**

No Endorsement Requested

**Age:**

No Age Requested

**Experience / Qualifications:**

**Qualifications:**  
Candidates should be a graduate of a bachelor or associate program with a degree in geography, land records, geology, land survey, natural resources or related field. One year GIS and land survey experience is preferred.

Candidates must have a valid Wisconsin driver's license and dependable transportation.

Candidates must be able to use and interpret a variety of maps. Must be able to work independently and meet deadlines and must possess good oral and written communication skills.

Pre-employment drug screening required.

Background check required. [Notice for Job Seekers](#)

### Duties and Responsibilities of the Job:

Premier Workforce Solutions is seeking one limited term employee for 2016. The office includes many government functions that include GIS, Tax Listing and Surveying. The limited term employee will assist in field and office work related to collect survey grade GPS coordinates and setting PLSS corners under the direction of the Bayfield County Surveyor and creating geographic information systems (GIS) layers for Bayfield County as well as updating existing data layers. The employee will work under the direction of the Land Records Administrator and will work extensively with the County Surveyor.

Compensation is \$17.50 an hour. Health Insurance Benefits are available.

This position will be responsible for assisting the staff with a variety of Survey and GIS projects. Typical tasks may include:

Assist and aid fellow surveyors and citizens with the survey records and surveys of this office

Researches government notes, plats and survey records to locate and/or perpetuate PLSS corners

May perform QA/QC of project deliverable data for Orthoimagery, LiDAR or other contracts

Research on section corners for site visits

Prepares U.S. Public Land Survey Monument Records

May help draft, coordinate and administer PLSS remonumentation contracts between Bayfield County and Private Land Surveyors when utilizing Wisconsin Land Information Program (WLIP) funds if any

Creates custom maps and data sets for internal and external customers including, but not limited to the

WDOT, State Cartographers Office, municipalities in Bayfield County

Create supporting data layers for Bayfield County Plat Book

Skills desired:

Experience working in unfavorable outdoor conditions Cartographic skills

Edit in SDE environment Use a Plat Book

Aerial photography interpretation Using ArcGIS 10.3.1 software

This position is listed by a private employment agency or other business acting as a recruiter. The private employment agency or other business doing the recruiting is not the legal employer; it is recruiting for the actual, legal employer. No fee will be charged of the job applicant.

### Benefits:

Insurance:	Health Insurance
Leave and Holidays:	Vacation, Paid Holidays
Retirement & Financial:	401K Plan

### Company Profile:

Full service staffing and human resource solutions provider.

### How To Apply:

**E-Mail a** To apply for this job, send your résumé or [Job Center of Wisconsin](#)  
**Résumé** [Résumé](mailto:jackj@premiersolutionsgrp.net) to [jackj@premiersolutionsgrp.net](mailto:jackj@premiersolutionsgrp.net)

If you don't have a résumé, you can register and create one at [Job Center of Wisconsin](#).