



The Monroe County Human Resources Office is now
accepting applications for the following position:

6 MAPPER – ASSESSMENT OFFICE
\$21.43/hour | Full-Time (37.50 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 10/16/2026

REMOVE: 10/20/2026

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MAPPER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to work within the County's Permanent Depository of County Tax Maps, aka The County Assessment Office Tax Mapping Office. Duties and responsibilities include, but are not limited to: Ensures all county maintained tax maps are accurate and current. Effectively communicates with elected officials and department heads; helps to maintain all hardware and software systems associated with Mapping; processes all property deeds, plots, and researches corrections to ensure the accuracy of the County Tax Maps; aids with implementation of the County of Monroe Uniform Parcel Identifier Ordinance, assigns new land records, reviews documents for compliance; works with GIS based computers systems in tangent with the 911 emergency dispatch system, and Planning Commission.

ESSENTIAL FUNCTIONS

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

Aids with the implementation of the County of Monroe Uniform Parcel Identifier Ordinance. Performs the physical certification of documents within compliance of the County of Monroe Uniform Parcel Identifier Ordinance. Enters parcel maintenance information into Landex as required.

Processes recorded county deeds and plot information; reviews information for accuracy; transfers and incorporate information into tax maps and records; maintains maps and files for county use.

Updates, maintains, and creates tax maps and parcels within GIS databases for taxing purposes, using, ArcGIS, and other database software.

Prepares custom tax maps on demand, utilizing GIS software, for Assessment staff, government agencies and tax payers.

Reads and interprets tax maps, deeds, and plot plans. Scans plot plans for importation into GIS software, for the creation and maintenance of tax maps. Uses plotting software to create and enter spatial data into the tax maps via GIS software and databases. Enters data into a variety of Assessment databases.

Creates all new land records, tax identification numbers, and parcel identification numbers for new and changed properties. Assigns Uniform Parcel Identifiers prior to filings with Register and Recorders.

Prepares soil and land use analysis for ACT 319 applications for Assessment Office Staff.

Responsible for maintenance and supplies for the Assessment Office Tax Mapping Office's equipment.

Greets visitors, tax and property assessors, staff and general public; addresses problems concerning tax maps; answers phone calls concerning 911 address changes.

Works closely with Monroe County GIS coordinator resolving tax map issues, and implementing software and procedures for internal and external use and access.

Prepares various correspondence, including letters, memorandums, forms, emails, and other documents, for internal and external use; views, signs and/or submits to appropriate individuals for approval.

Receives and responds to incoming mail and deliveries. Prepares and invoices requests for maps and other info, electronically or by hard copy.

Represents the County in meetings with other agencies and makes presentations to boards and commissions, and at other formal functions as required.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

May operate a motor vehicle to conduct work activities.

MINIMUM QUALIFICATIONS

Bachelor's degree in geography, computer science, or closely related field; supplemented by two (2) years previous experience and/or training involving tax mapping, assessment, geographic information system use and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have high level of proficiency utilizing ESRI ArcMap, ARCVIEW, and ARCGIS Desktop Software.

Must demonstrate a high level of proficiency with Microsoft Office Software.

Must demonstrate a high level of proficiency with Landex Retrieve!, eRecord, and Parcel Maintenance software.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Included exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternative.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.