

**GIS Specialist**  
**Polk County Supervisor of Elections office**

Major Function:

This position consists primarily of technical work using geographic information system software to create and maintain maps and street index representing political subdivisions in Polk County, Florida.

Illustrative Duties:

- Identify voter registration addresses
- Assist with creation of precincts
- Maintains districts and voter addresses on maps
- Research residential land parcels
- Maintain accurate street index
- Provide members of the public with maps and data
- Assists with ballot layout and proofreading
- Maintain and update website maps
- Performs related duties as required

Knowledge, Abilities, Skills:

Applicant must have experience working with GIS software and various databases.

Applicant must have outstanding attention to detail.

Applicant must have excellent written and verbal communication skills.

Applicant must be able to maintain an effective working relationship with employees, officials and the public.

Applicant must be able to lift, push or pull up to 20 pounds.

Applicant must have the ability to learn local, state and federal laws, rules, regulations and guidelines.

Minimum Qualifications:

Graduate of an accredited college or university with major course work in Geographic Information Systems, Geography, or a related field and have two-years related experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

Applicant must possess a valid Florida driver's license at the time of application.

For more information

Contact: [Loriedwards@Polkelections.com](mailto:Loriedwards@Polkelections.com) subject line: GIS Specialist