



GIS Specialist-Addressing Coordinator Land Information

Oneida County is accepting applications to fill a full-time GIS Specialist-Addressing Coordinator position with the Land Information Office.

JOB DUTIES: This position coordinates, implements and updates the countywide addressing system for all properties located in Oneida County in accordance with County Code Chapter 16. Duties include notifying and communicating with various private, local, state and federal entities, reviewing land divisions from Planning & Zoning, utilizing the ESRI ArcGIS Suite software systems, assist law enforcement requests for GIS assistance in emergency operations, and assisting the department with other duties as needed.

EDUCATION AND QUALIFICATIONS: Qualified candidates must have a high school degree or equivalent, valid Wisconsin Driver's license, dependable transportation, plus meet one of the following education and experience requirements:

- Bachelor's degree in Geography, GIS, Computer Science, Surveying, Engineering, Real Estate or land records related field plus two years of work experience in geospatial field using the ESRI ArcGIS platform **-or-**
- Associates degree or equivalent in one of the above educational areas plus three years work experience in a geospatial field using ESRI ArcGIS platform **-or-**
- Five years current or recent work experience in land records, computer mapping, land title, surveying or geographic/land information systems using the ESRI ArcGIS platform.

WAGES AND BENEFITS: Starting 2026 wage for this position is \$25.79 to \$26.53 per hour based on previous education and experience plus benefits including affordable Health Insurance benefit, participation in the Wisconsin Retirement System (WRS), dental and vision insurance and a PTO (Paid Time Off) package with the ability to carry unused PTO into future years.

WORK HOURS AND SCHEDULE: This full-time position works Monday-Friday, 8:00 am to 4:30 pm with some scheduling flexibility. Limited remote work options are available.

HOW TO APPLY: Complete job description and **required** Oneida County application is available at www.oneidacountywi.gov under the Employment tab. Completed application and any resume or transcripts should be mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or emailed to KLPayne@oneidacountywi.gov. Please call 715-369-6299 with questions.

Deadline to apply is Monday June 15, 2026 at 10:00 AM.

Oneida County is an Equal Opportunity Employer.

**Oneida County
Job Description**

Job Title: GIS Specialist/Addressing Coordinator
Department: Land Information
Reports To: Land Information Director
FLSA Status: Non Exempt
Prepared By: Sara Chiamulera/Land Information Director
Prepared Date: September 2024
Approved By: Lisa Charbarneau/Human Resources Director
Approved Date: September 2024

SUMMARY This position is responsible for the management and implementation of Chapter 16 of Oneida County ordinances - Road Naming and Uniform Addressing system. Assist in planning, maintenance, and development of County's Enterprise GIS system, countywide Parcel Mapping, land surveying, Land Records modernization program, and tax-foreclosed properties. Create and edit various maps and support other departmental GIS requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and implements the countywide addressing system for all Towns and City in accordance with Chapter 16 of the Oneida County Code, Road Naming and Uniform Addressing system.

Facilitate the naming of all newly created private and public roads, to be included in the 911 system; change existing road names where conflicts occur and maintains the County Master Road File to comply with NextGen 911 standards.

Process address applications and assign new E911 addresses for all properties requiring an address in the City and County. Identify existing incorrectly assigned addresses, which may be out of sequence or a result of other discrepancies, and assign correct addresses.

Notify and communicate with all Towns and City, landowners, County Sheriff, Town and City Law Enforcement Dispatch Centers, US Postal Service, communications companies, US Census, and other entities dependent on addresses.

Review land divisions from Planning & Zoning for compliance with Countywide Road Naming and Uniform Addressing.

Utilize ESRI ArcGIS Suite to update and maintain GIS datasets for addressing, ESN zones, roads, parcels, etc. Produces maps for addressing, parcel mapping, custom mapping, and any other department requests.

Assist other areas of the department when necessary, including but not limited to: public assistance in land related issues; tax foreclosed property sales and other county land transactions; field survey work and use of GPS; deed review; map requests from other County departments.

Assists law enforcement requests for GIS assistance in search and rescue, storms, fire or other disasters to aid emergency operations.

Any other duties as assigned.

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

Knowledge and experience with ESRI software suite. ArcGIS Online experience is a plus.

Knowledge and experience of cartographic design, map production, surveying, global positioning systems (GPS), spatial reference systems, map projections, Datum's and Coordinate systems.

Knowledge of the PLSS (public land survey system) land descriptions and mapping.

Ability to interpret deeds, surveys, parcel maps, and related maps.

Knowledge and experience with Microsoft Office suite.

Ability to work effectively with teammates to meet deadlines and department goals.

Ability to learn new concepts quickly, retain technical information, and adapt to a dynamic work environment.

Good organizational skills and-detail oriented.

Strong customer relations and ability to effectively work with the public with technical information.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Geography, GIS, Computer Science, Surveying, Engineering, Real Estate or land records related field, with two (2) years of experience in a geospatial field, using the ESRI ArcGIS platform; or,

Two-year Associate degree, or equivalent, in one of the above areas with three (3) years experience in a Geospatial field, using the ESRI ArcGIS platform; or,

Five (5) years of current/recent work experience in land records, computer mapping, land title, surveying or geographic/land information systems using the ESRI ArcGIS platform may be substituted for the Associate Degree.

LANGUAGE SKILLS

Must possess very good verbal and written communication skills. Ability to read, analyze and interpret technical manuals, professional journals, deeds, recorded documents, and maps, etc.

MATHEMATICAL SKILLS

Above average ability to perform mathematical computations and analytical skill to find discrepancies in computations or data.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Wisconsin Driver's license.

Must have or have access to a dependable personal vehicle for occasional travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit or stand at a computer for long periods.

Ability to traverse a variety of ground including hills, roads, gullies, streams, etc.

May be required to push, pull, lift, and/or carry up to 40 pounds.

The noise level in the work environment is usually moderately quiet.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work is in an indoor office environment. The work could have tense or confrontational situations, related to address changes and/or taxes, and errors in recorded documents or surveys. There could be times when the work requires being outdoors, subject to the environmental conditions of Northern Wisconsin (snow, rain, sun and wind).