Mapping Research Specialist
Temporary Employment Opportunity

CRA LLC | 8901 E. Pima Center Pkwy. Scottsdale, AZ 85258 | 480-889-9900 ext. 314

Opening Date:  

Closing Date:  

Hourly Wage: $12/ hour

Work Schedule: Approximately 15-20 hours a week  
Hours are flexible, Monday through Friday between 8:00 a.m. and 5:00 p.m.

Experience & Training: Strong experience and understanding of electronic mapping skills ArcGIS v9, using Microsoft Office and Adobe Photoshop.

Description: Primary responsibilities for the Mapping Research Specialist will be to provide real estate ownership information, comparable sales, available parcels for sale, general plan and infrastructure layout on an electronic map. The program that will be used to complete this task is ArcMap v9. Candidate will have knowledge of running queries and producing layouts for print. Candidate will be able to geo code subdivisions on a quarterly basis. Strong mapping skills are required. Ability to manipulate data in electronic form to educate clients and salespersons. Duties will include but not limited to data entry into current database, package production, mapping exhibits and reporting for presentations to clients and salespersons.

The research specialist will assist in obtaining current home pricing, premiums and upgrades from selected subdivisions. Ability to manipulate housing information in database to create a regional information for clients and salespersons.

Essential Job Functions:

- GIS software experience preferred. (ArcMap v9 or greater)
- Must have basic knowledge of cartographic design, map reading, aerial photography and geo-referenced/geocoded data
- Use and know the filing systems for all graphic records via catalogs in ArcMap, as-built drawings, and other related engineering information
- Use and know electronic mapping system thematic mapping processes to update and maintain any specialty maps required
- Complete metadata for all existing and new GIS data layers.
- Creation of feature classes and feature data sets in GIS software
- Capture landscape related information from as-built drawings and develop processing for keeping the data up-to-date
- Use and know of Photoshop to crop out various site plans and other rastered images.
- To be completed to find pertinent contact information on the owner(s) through GIS Mapping software, people finders search engines, Maricopa or Pinal registries and other existing industry data bases
- Perform in-house market analysis of the current, vacancies and comparable sales to help drive decision making process of the strength and depth of a market and individual acquisition opportunities.
- Operate and maintain peripheral devices associated with the electronic mapping system such as plotters, scanners, and printers
- Must be able to work independently to accomplish goals within deadlines.
- Must have basic computer skills/knowledge of Microsoft Excel, PowerPoint, Publisher and Outlook
- Perform related duties as assigned and provide training or give assistance to others as needed

To Apply: Email a resume and cover letter of interest to todd@craltd.com