Utah Division of Wildlife Resources Land Records/GIS Intern

01/26/2022

Utah Division of Wildlife Resources Land Records/GIS Intern (1 Position)

Description

We are seeking applicants to assist our Lands Team in review land records and recording them into our GIS database.

Duties

Successful applicants will assist the Lands team in developing lands records to transfer to a new lands database system. The intern will interpret deeds, review legally binding agreements, update spreadsheets and compile all Lands Records for property owned by the Division across the state. The intern will be responsible for scanning documents, using ArcGIS Maps/ArcGIS Pro to evaluate and map shapefiles, and organize files according to a complex system. The intern will also use COGO and other advanced GIS tools to create and correct GIS shapefiles.

Qualifications

Successful Applicants must be current undergraduate students in a degree program in the Quinney College of Natural Resources. They must have the ability to learn new skills rapidly and effectively as well as take instruction and conduct field or office work as directed. While not required, preference will be given to applicants with: experience using ArcGIS and Microsoft Office; experience reading and interpreting legal documents. We are seeking someone with attention to detail and the ability to work on his or her own. Some travel may be required to visit county recorders offices around the state; a valid driver’s license is required. Some weekend, late night, and overnight trips may be required.

Salary: $11.78 - $12.24 depending on experience

Location: base of operations in DWR - Salt Lake City; no housing provided. Some teleworking optional.

Number of Openings: 1

Closing Date: March 4, 2022

Employment Dates: start date flexible; 12 weeks of employment between May and August. Possibility of extension.

Application

How to Apply: Please complete the 2-step process.
1. Apply to the QCNR internship program through handshakenowHERE.
2. Please send the following information to Chelsea Duke at the email below.
   1. a. Cover letter with at least 3 references
      b. Transcript (unofficial is acceptable)
      c. Resume

Email applications (subject line “USU-DWR Lands GIS Internship”) to:

Chelsea Duke, Wildlife Lands Coordinator
801-538-4866
chelseaduke@utah.gov