



CLASSIFICATION NO. 321  
Revised: 3/81, 1/11  
FLSA: Non-Exempt  
EEO: 3

## **GIS CARTOGRAPHER 1**

### **CLASS CHARACTERISTICS**

Under close supervision, to prepare tracings, drawings and maps of limited complexity; to correct existing maps and records; to perform various office support activities; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Assessment and Taxation is responsible for the assessment of real and personal property, construction of assessment rolls and the collection, recording and preparation of the board order for distributing all tax monies within the County. The cartography section is responsible for the maintenance of ownership documents and the establishment and maintenance of maps of Clackamas County, that are used in the legal description of property for assessment and taxation purposes.

GIS Cartographers revise existing maps or draw new maps as a result of boundary changes, annexations, new or changed assessment district divisions or other revisions. Incumbents examine records to establish ownership through title search and plot maps from legal descriptions. GIS Cartographer 1 is the entry level in this cadastral drafting series. It is distinguished from the higher level GIS Cartographer 2 which operates with more independence, performs more difficult and complex cadastral drafting work and supports the county geographic information system (GIS) function by preparing, maintaining and amending the digital cadastral map tax lot GIS layer.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Performs research activities to determine ownership and makes corrections on existing maps as necessary.
2. Tabulates and distributes acreages, bearings and distances; makes changes on maps and drawings from metes and bounds descriptions using basic drafting equipment.
3. Revises existing cadastral maps to reflect property divisions; produces or drafts new maps, drafts reductions or enlargements of maps; drafts maps from legal descriptions, surveys and aerial photographs.
4. Identifies and maintains legal documents to ensure proper ownership records of property.
5. Performs a variety of general office and counter support activities.

6. Trains in and performs GIS functions by entering information into the cadastral map tax lot layer; performs other tasks in line with the promotional plan to GIS Cartographer 2.
7. Contributes to the overall GIS workflow, including map production and editing; provides suggestions and feedback to supervisors.

### **REQUIRED KNOWLEDGE AND SKILLS**

Some knowledge of: Terminology, symbols and principles used in drafting; drafting instruments, equipment and materials such as calculators, templates, compasses, drafting machines, etc.; property descriptions, deeds and survey data in order to prepare, search, establish and maintain the accuracy of a variety of maps indicating ownership boundaries; principles of algebra, geometry and trigonometry as used in the preparation and maintenance of drafting cadastral maps; media materials and techniques of graphic arts; GIS software, including editing, analysis and map production techniques.

Skill to: Perform and learn to perform accurate cadastral map drafting in the preparation or maintenance of maps, graphic renderings, boundary changes, assessment districts; prepare maps from legal descriptions, deeds, survey data, tract descriptions and existing maps; read and interpret detailed data, policies or legal descriptions relating to title search or preparation of cadastral maps; make arithmetic computations to calculate bearings, distance or acreage; follow detailed oral or written descriptions or instructions; learn to prepare and amend map layers in GIS; communicate effectively, both orally and in writing; establish and maintain effective working relationships with the general public and departmental staff.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **OTHER INFORMATION**

The GIS Cartographer 1 is part of a promotional career path. Incumbents in the GIS Cartographer 1 classification may be promoted to the GIS Cartographer 2 classification upon satisfactory completion of an approved training and development plan. Possession of the

required knowledge, skills and abilities at the higher level must be documented in an approved promotional checklist.