



CLASSIFICATION NO. 329
Revised: 3/81, 2/91, 11/00, 1/11
FLSA: Non-Exempt
EEO: 3

GIS CARTOGRAPHER 2

CLASS CHARACTERISTICS

Under supervision, to independently perform complex cadastral map drafting involved in the preparation and maintenance of assessment maps; to prepare, maintain and amend the Assessor's maps and GIS database; to perform difficult research, interpret legal descriptions and perform cadastral drafting work; 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 establishment and maintenance of maps of Clackamas County which are used in the legal description of property for assessment and taxation purposes.

GIS Cartographer 2 is the journey level in the cadastral drafting series. Positions in this classification are characterized by the independent work activities on complex cadastral drafting assignments. Incumbents support county geographic information system (GIS) functions by preparing, editing and entering information into the cadastral map tax lot layer.

GIS Cartographer 2 is distinguished from the higher level GIS Cartographer 3 which has final responsibility for reviewing the work of lower level Cartographers including checking the accuracy of dimensions and calculations. It is distinguished from the GIS Cartographer 1 by its responsibility for independently performed, complex cadastral problems and issues.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Revises existing maps or drafts new maps to incorporate new developments, subdivisions, easements or other similar boundary changes from deeds, surveys, document descriptions, highway strip maps, court records, aerial photographs and requests from property owners; drafts reductions or enlargements of maps; drafts maps from complex legal descriptions; reviews map and geographic record materials for entry into GIS databases; prepares, maintains, and amends the Assessor's layers of the GIS data sets.
2. Performs difficult research activities to determine ownership and makes corrections on existing maps as necessary; researches property history and legal descriptions; analyzes and researches data through the use of tax maps, road maps, reference files; identifies, updates and corrects GIS data; participates in the implementation and ongoing maintenance of the County GIS as it pertains to Assessment and Taxation; designs and

produces computer-generated maps and reports for analysis and presentations; maintains a current set of tax lot maps.

3. Reviews preliminary subdivision, condominium and partition plats for correct ownership and dimensions; enters recorded subdivision, condominium, partition plats, lot line adjustments, street dedications and vacations, and other parcel adjustments to a control Public Land Survey System (PLSS) layout in the digital map files; notifies other departments and jurisdictions of changes; maintains databases of proposed and recorded plats; determines how vacated roads or their parts accrue to properties; tabulates and distributes acreages, bearings and distances; makes changes on manual and digital (GIS) maps from metes and bounds descriptions using basic drafting equipment, coordinate geometry (COGO), and/or editing tools; calculates land area of parcels for use in valuation.
4. Researches complicated deed and survey conflicts related to cadastral mapping and ownership of property using all resources available; determines effects of documents on Assessor maps using knowledge of statutes, jurisdictional land use laws, survey laws and office policy.
5. Maintains and updates Taxing District boundaries using annexation and Urban Renewal descriptions; identifies status changes for acquisitions by a public body using Department of Revenue Property Classification Memoranda; participates in quality control of map revisions; maintains current versions of Assessor maps for use by the public and County staff.
6. Performs various duties related to the maintenance of mylar maps such as tracing, inking, lettering, detailing and preparation of overlay.
7. Communicates with other departments and agencies to provide and receive clarification of data and understanding of public records laws; serves on various project teams to establish written procedures for development of processes; establishes and maintains effective working relationships with County staff, other agencies and the public; answers questions and assists the public and others with a variety of issues.
8. Trains or assists other cartographic staff as needed; reviews work of other GIS Cartographers for quality control; maintains knowledge of current cadastral technologies, and skills to perform required duties at the most efficient level; develops and enhances GIS editing procedures using techniques or existing tools and features; under direction, may create in-house GIS applications when necessary; performs a variety of general office and counter support activities; performs related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Concepts, practices and procedures pertaining to the key elements of conveyance documents and chain of title; terminology, symbols and principles used in drafting; drafting instruments, equipment and materials such as calculators, templates, drafting machines, CADD software, etc.; geographic information system software; computerized mapping techniques and theory; property descriptions, deeds and survey data in order to prepare, search, establish and maintain the accuracy of a variety of maps indicating ownership boundaries; assessment records and statutes; fundamental land use and survey laws; office processes and policies; the boundary annexation process; principles of algebra, geometry and

trigonometry as used in the preparation and maintenance of drafting cadastral maps; media materials and techniques of graphic arts.

Skill to: Perform accurate cadastral map drafting in the preparation or maintenance of maps, graphic rendering, boundary changes, assessment districts; interpret information on a case-by-case basis to recommend appropriate courses of action; plot from legal descriptions, deeds, survey data, tract descriptions and existing maps; create a suitable Assessor's map template using appropriate symbols to define various layers; to convert, join and manipulate tables from standard formats into GIS formats; prepare and amend map layers in GIS; read and interpret detailed data, policies or legal descriptions relating to title search or preparation of cadastral maps; perform special analysis; make arithmetic computations to calculate bearings, distance or acreage; follow detailed oral or written descriptions or instructions; 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: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

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 2 is part of a promotional career path. Incumbents in the GIS Cartographer 1 classification may be promoted to the GIS Cartographer 2 classification upon successful 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.