



CLASSIFICATION NO. 330
Revised: 3/81, 02/91, 1/11
FLSA: Non-Exempt
EEO: 3

GIS CARTOGRAPHER 3

CLASS CHARACTERISTICS

Under general supervision, to independently perform complex cadastral map drafting involved in the preparation and maintenance of assessment maps; political boundary control maps and records; to perform and oversee the preparation, maintenance and amendment of the Assessor's maps and GIS database; to perform difficult research, interpret legal descriptions and perform cadastral drafting; to lead the work of lower level staff; 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 the County which are used in the legal description of property for assessment and taxation purposes.

GIS Cartographer 3 is the advanced journey level in the cadastral drafting series. Positions in this classification are characterized by their fully independent work activities on complex cadastral drafting assignments requiring extensive title search, reconciliation and application of higher level calculations. Incumbents may support county geographic information system (GIS) functions by performing or overseeing the preparation and entering of information into the cadastral map tax lot layer. Positions in this classification typically assist in the functional supervision and review of work of lower level staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Revises existing maps or prepares new maps from survey notes, surveys, document descriptions, highway strip maps, court records and aerial photographs; develops controls necessary for base control mapping using scientific calculator, computer or available global positioning system data; revises existing maps or prepares new maps to incorporate new developments, subdivisions, easements and show accurate boundaries or boundary changes, configurations and areas of parcels; reviews the more difficult ownership, boundary, assessment district, tax rate area and other changes and delineates results; drafts reductions or enlargements of maps; drafts maps from complex legal descriptions; reviews and prepares map and geographic record materials for entry into GIS databases; prepares maintains and amends the tax lot layer of GIS data sets.

2. Conducts extensive title searches to determine ownership on questioned properties; researches property history and legal descriptions; analyzes and researches data through the use of tax maps, road maps, fire maps, reference files; identifies, enters 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; conducts inventories of maps; interprets legal descriptions from recorded documents; answers detailed map questions which may include property assessment issues.
3. Processes deeds; determines whether deeds convey existing parcels or require deletions and/or additions; resolves complicated deed and survey ambiguities 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; makes assessment roll changes and writes transmittals.
4. Oversees updates to 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; maintains current versions of Assessor maps for use by the public and County staff.
5. Trains or assists in training cartographic staff; reviews, assigns and approves work of lower level drafting personnel and checks accuracy of calculations and delineation; maintains knowledge of current cadastral technologies, and skills to perform required duties at the most efficient level.
6. Communicates with other departments and agencies to provide and receive clarification of data, mutual and beneficial 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.
7. Assists supervisor in developing policies and procedures; reviews and recommends changes.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Concepts, practices and procedures pertaining to the key elements of conveyance documents and chain of title; techniques, terminology, equipment and principles of map drafting; assessment records and statutes; fundamental land use and survey laws; office processes and policies; political boundary control data; ownership records; documents and control boundaries of the reappraisal areas; laws pertaining to cartography section activities in developing the assessment roll; common methods of searching, identifying and describing location, boundary and ownership of real property in the preparation, revision or maintenance of cadastral maps; arithmetic, algebra, geometry and trigonometry as applied to map drafting.

Working knowledge of: Geographic information system software; computerized mapping techniques and theory.

Some knowledge of: Surveying techniques and practices; principles of training, work organization, assignment and supervision.

Skill to: Prepare and draft the more difficult cadastral maps; prepare and amend map layers in GIS; interpret information on a case-by-case basis to recommend appropriate courses of action; train, review and functionally supervise the work of staff engaged in the preparation or revision of a variety of cadastral maps; interpret and write real property or legal descriptions, deeds, survey data in the preparation of cadastral maps; compute areas from property descriptions, maps or a variety of sources of information; establish and maintain effective working relationships with public agencies, County employees and departmental staff; communicate effectively, both orally and in writing.

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 two (2) years 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.