

MAPPING TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs skilled technical tasks involving transfer documents as they relate to property description changes and abstracting of ownership records; performs skilled drafting tasks in the preparation and alteration of drawings and maps as they relate to the property base maps and the various layers of user information; works under the supervision of the Equalization Director and the general direction of the Property Description Technician; performs related duties as required.

STATEMENT OF TASKS:

Performs intricate computations involving the preparation and verification of property descriptions;

Performs maintenance on existing property base drawings, maps, property tax descriptions and under dedicated information;

Performs specialized abstracting activities involving property transfers to insure the accuracy of ownership and tax billing records;

Uses computer terminals and workstations for data entry, data retrieval and word processing as it relates to property ownership, property tax base maps and under dedicated information;

Uses computer graphics workstation and associated plotting equipment to generate and prepare property base maps and user requested composite maps and related reports.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of legal documents involving transfer of real property ownership and sources of information relating to such transfers;

Ability to read and interpret plat books, maps and legal descriptions;

Knowledge of vocabulary, legal provisions and technical procedures relating to preparation and analysis of property descriptions;

Ability to learn to operate a computer graphics workstation and associated data entry and plotting equipment;

Ability to understand and carry out complex oral and written directions;

Some knowledge of manual drafting and graphic techniques relating to interpretation of existing maps and drawings;

Ability to accurately enter data on computer terminal and workstation;

Ability to make complex mathematical computations;

Ability to deal effectively with the public and to communicate both orally and in writing;

Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS

Associates degree in drafting, manual or computer assisted, and one (1) year of experience in preparing and/or drawing property descriptions from property survey and/or transfer documents and data entry;

OR

Three (3) years of experience in a drafting and/or tax description department one (1) year of which must involve preparing and/or drawing descriptions from property survey and/or transfer documents and data entry.

Implemented: December 18, 1991


Human Resource Director

Saved to system: June 13, 2006