

PROPERTY DESCRIPTION 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 as they relate to the property base maps and the various layers of user information; coordinates the work of employees assigned to the mapping section; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

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

Develops drawings and maps as they relate property base maps and user defined overlays;

Performs specialized abstracting activities involving property transfers ensuring accuracy of ownership and tax billing records;

Maintains current property description, ownership and user dedicated information on a continuous basis;

Utilizes computers for data entry, data retrieval, spreadsheet development and word processing as it relates to property ownership, property base maps and user dedicated information;

Uses GIS and related equipment to maintain property base maps, user dedicated informational layers and requested composite layer information;

Uses GIS and associated plotting equipment to generate and prepare property base maps and user requested composite maps and related reports;

Maintains record keeping system which records all incoming documents and production requests for maps and reports;

Coordinates the activities of employees assigned to the mapping section.

The statement of tasks 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 the techniques, practices, methods and procedures of establishing and maintaining GIS data sets;

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

Property Description Technician

Considerable knowledge of vocabulary, legal provisions and technical procedures relating to preparation and analysis of property descriptions;
Knowledge of photographic interpretation and cartographic procedures as they relate to the preparation and maintenance of property base maps and drawings;
Ability to read and interpret plat books, maps, field notes and survey data, and legal descriptions using these for the compilation and maintenance of property base maps and drawings;
Ability to operate computers and related software;
Ability to operate a computer graphics work station and associated data entry and plotting equipment;
Ability to plan and coordinate work activities;
Ability to maintain good working relationships with the public and other employees;
Ability to communicate effectively both orally and in writing;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Sixty (60) semester hours of college with at least two (2) courses in drafting (manual or computer assisted) and four (4) years of experience in preparing and/or drawing property descriptions from property survey and/or transfer documents and establishing and maintaining GIS data sets;

OR

Six (6) years of experience in preparing and/or drawing property descriptions from property survey and/or transfer documents and establishing and maintaining GIS data sets;

OR

Three (3) years of experience as Mapping Technician.

Established: March 14, 1989
Revised: March 14, 2001


Human Resources Director