

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CADASTRAL MAPPER I / II / III
CLASS CODE: I - 3050
II- 3061
III-3062
EFFECTIVE DATE: 2/3/98 (Revised 7/3/91 versions)
MARKET POINT: Based on applicable market study
DEPARTMENT: Recorder

JOB SUMMARY

Maintains and updates the land ownership records and the applicable library layer of the Geographic Information Systems (GIS).

CLASS CHARACTERISTICS

Cadastral Mapper I: This is the entry level of the class series performing cadastral mapping duties. The work performed at this level is of a less technical nature, or with more supervisory assistance, than the work performed by the level II technician. In addition, this level may be utilized as a training level in preparation for level II responsibilities.

Cadastral Mapper II: This is the full-performance level of the class series independently performing the duties outlined below.

Cadastral Mapper III: This is the working lead level of the class series performing specialized and complex duties beyond those of level II. The duties at this level include training of coworkers, direction of work, and decision making activities with the division supervisor. Also, this position may be involved in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects.

ESSENTIAL FUNCTIONS

Identifies encumbered parcels by locating property descriptions found on recorded documents.

Splits existing parcels according to property descriptions found on deeds and other conveying documents, creates descriptions from the remaining parcel boundaries, determines new boundaries, and ensures correct information is reflected on ownership maps and in legal descriptions.

Performs title research to determine or confirm parcel boundaries or ownership.

Checks new subdivision and condominium plats for engineering, signatures, title and code requirements for recording.

Redraws land ownership maps from deed descriptions.

Changes tax records to reflect new ownership and descriptions and forwards this information to the Assessor's Office

Researches conveyances and produces a new plat drawn on the GIS.

Updates and maintains the parcel library layer of the GIS.

Creates and maintains the parcel abstract index.

Assists the public in title searching and in use of the land information system.

Assists engineers, attorneys, and title companies in title and boundary conflicts.

Assists City Recorders in determining if proposed annexations meet the state code requirements.

CADASTRAL MAPPER I / II / III

2/3/98

page 2

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state laws governing recording, indexing, and mapping of legal documents; Knowledge of Geographic Information Systems (GIS) technology and its application to recorder mapping functions; Knowledge of coordinate geometry (COGO) applications and applied trigonometry; Knowledge of real estate and title law as applied to the Recorder's Office; Knowledge of surveying and civil engineering practices as applied to the Recorder's Office; Skill in verbal and written communication; Ability to draft, and conduct title searches and technical evaluations; and Ability to maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work may expose incumbent to volatile situations with the public.

EDUCATION, EXPERIENCE, AND CERTIFICATION

Cadastral Mapper I: Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field; and One (1) year work experience relating to land title, engineering, surveying, cartography, GIS or another closely related function.

Cadastral Mapper II: Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field; One (1) year GIS work experience using ARC/Info software; and possession of a Cadastral Mapping certificate from the Utah Association of County Recorders.

Cadastral Mapper III: Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field; Three (3) years work experience performing cadastral mapping activities in a GIS environment; and possession of a Cadastral Mapping certificate from the Utah Association of County Recorders. Preference may be given to applicants possessing a knowledge of UNIX, ARC/INFO, AML and Oracle.

For all classifications - Selected applicants are subject to, and must pass, a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.