

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE CADASTRAL ANALYST
CLASS CODE: 3063
FLSA STATUS: NON-EXEMPT
EFFECTIVE DATE: AMENDED 3/20/08 (Revised 09/07/2004 Version)
DEPARTMENT: RECORDER

JOB SUMMARY

Under general direction, operating as a liaison between multiple departments under the direction of the Recorder, performs training, administrative support work, and other highly responsible duties pertaining to the county parcel layer and associated Farmland Assessment Act legislation. Functionally supervises Recorder Staff and Assessor Staff.

ESSENTIAL FUNCTIONS

Acts as liaison between Assessor, Auditor, Treasurer and Recorder offices.

Utilizes the county's GIS system to perform survey area calculations based on, but not limited to, traverse, boundary, and state plane coordinates and performs necessary corrections to restricted files.

Audits Assessment Change reports of all division mappers for errors by inspection and thorough review of all mapping, grouping, and abstracting elements and provides mappers with feedback for appropriate corrections.

Analyzes description and ownership issues (including FAA submitted legal description) to resolve conflicts within the data prior to cadastral mapping processes.

Assist City Recorders in determining if proposed annexations meet state code.

Prepares supporting documentation for corrective actions, local administrative processes and state hearings.

Provides detailed and technically complex information accurately and effectively to industry professionals and associated County offices, including assisting with the May tax sale processes and classifications.

Reviews information submitted by taxpayers, title agents, and associated industry professionals for validity while receiving, directing, and resolving complaints to maintain consistency with state laws and office policy.

Assists Information Systems Programmers in designing and implementing changes to land information system.

Keeps current on state code and technical advances relating to FAA assessment practices.

Assists in scheduling leave time and collection of time sheets as directed by the division supervisor.

Directs work flow.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: various computer programs, department policies, procedures, standards, and applicable laws, code and regulations; Assessor, Recorder, and Treasurer office principles, methods, and processes; assessment practices, appraisal processes/techniques, current regulations, and property tax codes; coordinate geometry (COGO) applications and applied trigonometry; multiple Geographic Information Systems (GIS) technology and its application to recorder mapping functions. **Skill in:** efficiently organizing and completing work while supervising and training others; solving problems and making decisions within parameters. **Ability to:** communicate effectively (both orally and in writing); read and locate property according to a legal description; distill relevant and useful elements from vast amounts of information; receive and follow instructions from those in authority while working without close supervision.

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provided by different department administrators; maintain cooperative relationships with attorneys, engineers, surveyors, title companies, other public entities, and county employees; maintain confidentiality of management information/decisions and of other appropriate information.

PHYSICAL DEMANDS

Typically sits at a desk or table; occasionally walks, stands, or stoops; frequently lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 lbs; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; occasionally drives a motor vehicle; and needs to distinguish between shades of color and patterns.

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 environmentally controlled room; deadline pressures exist while dealing with the public; and work may expose incumbent to volatile situations with the public.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field and five (5) years of related experience, of which three (3) years must be as a Cadastral Mapper II level or above.

LICENSING AND CERTIFICATION

Must possess a Cadastral Mapping certificate from the Utah Association of County Recorders.

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.