

POSITION: CADASTRAL MAPPER I

POSTING # 3050-0718ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING GRADE: 505 – Step A: \$18.70 per hour / \$1,496.40 Bi Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: July 18, 2018

CLOSING DATE: *Open Until Filled

*All applications received by August 1, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs technical and analytical work in creating, maintaining, and updating land ownership records, the abstract of said records, the parcel layer of Utah County's Geographic Information Systems (GIS) database. Works under close to general supervision of the Cadastral Division Supervisor in performing duties at the entry / training level or in performing routine tasks that are less complex than those performed at the full performance level.

DUTIES INCLUDE:

Analyze, evaluate, and interpret legal records pertaining to land ownership from a variety of sources; determine the intent of conveying documents and the area to which they apply in order to ensure accurate records and maps.

Create, maintain, and revise official parcel maps in digital form to accurately represent all land parcels, subdivisions, and tax districts; plot parcel boundaries on cadastral maps using GIS software.

Review submitted subdivision, condominium, and annexation plats for engineering and title discrepancies to ensure state code requirements for recording are met.

Discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.

Create and maintain the parcel abstract index used by department personnel, other county departments, title agents and associated industry professionals, and the general public; assign parcel identification numbers and identify the tax district according to jurisdictional boundaries; verify current ownership of property.

Create and determine new taxing descriptions such as those for parcel splits, remainder parcels, and tax delinquent properties for use by various county departments.

Provide detailed, technical, and informational assistance to office personnel, other government agencies, attorneys, industry professionals, and the general public in areas related to taxing descriptions, title problems, map interpretations,

Duties Continued

ownership history, acreage, easements, newly created or divided parcels and tax districts; notify and work with property owners, engineers, land surveyors, attorneys, and title companies to resolve discrepancies.

Use GIS software to perform geographic mapping and analysis including complex and technical engineering calculations to determine parcel areas, title boundaries, angles and bearings, and distances in order to ensure the accuracy of property and ownership boundaries.

Conduct research of historical data for ownership and boundary changes regarding taxable parcels.

EVALUATION AND SELECTION FACTORS INCLUDE:

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

Skilled in drafting, and conducting title searches and technical evaluations

Ability to maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees

Ability to communicate verbally and in writing.

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Bachelor's degree in GIS, geography, civil engineering, or a related field
2. And one (1) year of work experience relating to land title, engineering, surveying, cartography, GIS or other closely related functions
3. Equivalent combinations of education and experience may also be considered

Preferred Education and Experience

1. Attend and pass the Utah State Record's Association Cadastral Mapping Class with a Certificate of Completion during the course of the first year of employment. This will be based on the Recorder's Association offering the required classes to complete the certification.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.