

*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

### POSITION: CADASTRAL MAPPER II

**\*May underfill as a Cadastral Mapper I (3050)**

Posting#3061-0515sr

#### REQUIRED ATTACHMENTS TO APPLICATION:

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

**STARTING SALARY: Step 30, \$18.21 per hour, \$1,457.00 bi-weekly - plus benefits package**  
*Cadastral Mapper I (3050) Step 26, \$16.58 per hour, \$1,326.00 Bi-weekly - plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE: April 21, 2015**

**CLOSING DATE: \*Open until filled**

**\*All applications received by May 5, 2015** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel 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 library layer of Utah County's Geographic Information Systems (GIS) database, and hard copy maps.

#### DUTIES INCLUDE:

**Analyzes**, evaluates, and interprets legal records pertaining to land ownership from a variety of sources; determines the intent of conveying documents and the area to which they apply in order to ensure accurate records and maps.

**Creates**, maintains, and revises official parcel maps in both paper and digital form to accurately represent all land parcels, subdivisions, and tax districts; plots parcel boundaries on cadastral maps using GIS software as well as manual drafting and lettering methods.

**Creates** and maintains the parcel abstract index used by department personnel, other county departments, title agents and associated industry professionals, and the general public; assigns parcel identification numbers and identifies the tax district according to jurisdictional boundaries; verifies current ownership of property.

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

**Uses** 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.

## EVALUATION AND SELECTION FACTORS INCLUDE:

### *Cadastral Mapper I:*

**Basic Knowledge of:** state laws governing recording, indexing, and mapping of legal documents; Geographic Information Systems (GIS) technology and its application to recorder mapping functions; coordinate geometry (COGO) applications and applied trigonometry; real estate and title law as applied to the Recorder's Office; surveying and civil engineering practices as applied to the Recorder's Office.

**Basic Skill 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; communicate verbally and in writing.

### *Cadastral Mapper II (in addition to the knowledge, skills, and abilities listed above):*

**Working Knowledge of:** state laws governing recording, indexing, and mapping of legal documents; Geographic Information Systems (GIS) technology and its application to recorder mapping functions; coordinate geometry (COGO) applications and applied trigonometry; real estate and title law as applied to the Recorder's Office; surveying and civil engineering practices as applied to the Recorder's Office.

**Working Skill in:** drafting, and conducting title searches and technical evaluations.

## REQUIREMENTS FOR EMPLOYMENT:

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

**Cadastral Mapper II:** Bachelor's degree in GIS, geography, civil engineering, or a related field and one (1) year of work experience using Arc/Map software. Equivalent combinations of education and experience may also be considered providing applicant has a minimum of one year of work experience using Arc/Map software.

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

## LICENSURE/CERTIFICATIONS:

**Cadastral Mapper II:** must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders.

**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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

