



Cadastral Mapper I

Job Description

Department: Recorder
Position: Career Service
Starting Step: 26, Table 14
Supervisory: No
Reports to: Cadastral Mapper Supervisor

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 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.
2. 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.
3. Review submitted subdivision, condominium, and annexation plats for engineering and title discrepancies to ensure state code requirements for recording are met.
4. Discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.
5. 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.
6. Create and determine new taxing descriptions such as those for parcel splits, remainder parcels, and tax delinquent properties for use by various county departments.
7. 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, 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.

For Office Use Only

Class Code: 3050
Class Title: Cadastral Mapper I
FLSA: Non-Exempt
Effective Date: 7/10/17
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

8. 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.
9. Conduct research of historical data for ownership and boundary changes regarding taxable parcels.

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

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.

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position may expose incumbent to volatile situations with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 20 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

This position requires up to 5 percent travel.

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.

Additional Eligibility Qualifications

- 1. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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