



Administrative Cadastral Analyst

Job Description

Department: Recorder
Position: Career Service
Starting Step: 40, Table 14
Supervisory: Lead
Reports to: Cadastral Division Supervisor

Summary

Under general direction of the Cadastral Division Supervisor, functions as a liaison between multiple departments and performs training, administrative support work, and other highly responsible duties pertaining to the county parcel layer and Auditing of date for transmittal to Assessor's Office for the yearly Tax Roles.

Essential Functions

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

1. Act as liaison between Assessor, Treasurer and Recorder offices.
2. Utilize the county's GIS system to perform survey area calculations based on, but not limited to, traverse, boundary, and state plane coordinates and perform necessary corrections to restricted files.
3. Analyze description and ownership issues to resolve conflicts within the data prior to monthly Board of Equalization meetings.
4. Create, maintain, and revise official parcel maps digital form to accurately represent all land parcels, subdivisions, and tax districts; plot parcel boundaries on cadastral maps using GIS software as well as knowing manual drafting methods.
5. Provide detailed and technically complex information accurately and effectively to industry professionals and associated County offices.
6. Review 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.
7. Assist in scheduling leave time and collection of time sheets as directed by the division supervisor; direct work flow.
8. Review submitted subdivision, condominium, and annexation plats for engineering and title discrepancies to ensure state code requirements for recording are met.
9. Discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.
10. 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

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Class Title: Administrative Cadastral Analyst
FLSA: Non-Exempt
Effective Date: 7/10/2017
Public Safety: No

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

parcel identification numbers and identify the tax district according to jurisdictional boundaries; verify current ownership of property.

11. Determine accuracy of division assessment change reports by inspecting and thoroughly reviewing mapping, grouping, and abstracting elements. Verify serial numbers. Provide feedback for appropriate corrections and remedy database inaccuracies.

Knowledge, Skills, and Abilities

Knowledge of supervisory techniques

Knowledge of various computer programs, department policies, procedures, standards, and applicable laws, code and regulations

Knowledge of Assessor, Recorder, and Treasurer office principles, methods, and processes

Knowledge of current regulations

Knowledge of coordinate geometry (COGO) applications and applied trigonometry

Knowledge of multiple Geographic Information Systems (GIS) technology and its application to recorder mapping functions

Skilled in efficiently organizing and completing work while supervising and training others

Skilled in solving problems and making decisions within parameters

Ability to communicate effectively orally and in writing

Ability to read and locate property according to a legal description

Ability to distill relevant and useful elements from vast amounts of information

Ability to receive and follow instructions from those in authority while working without close supervision

Ability to maintain cooperative relationships with attorneys, engineers, surveyors, title companies, other public entities, and county employees

Ability to maintain confidentiality of management information/decisions and of other appropriate information

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. Deadline pressures exist while dealing with the public. 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.

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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.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. A minimum of five (5) years of work experience as a Cadastral Mapper III in the Utah County Recorder’s Office
2. Applicants must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders and must have successfully passed the Utah County Advanced Cadastral Mapping test.

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 _____

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Department Head _____

HR Director _____

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

Employee _____ Date _____

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