



Cadastral Division Supervisor

Job Description

Department: Recorder
Position: Career Service
Starting Step: 45, Table 14
Supervisory: Yes
Reports to: Assistant County Recorder

Summary

Directs a staff of cadastral mappers and is responsible for the current representation of land parcels in Utah County. Performs a variety of administrative duties. Fields complex questions. Performs higher level mapping duties.

Essential Functions

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

1. Update maps to reflect current changes in ownership and in property boundaries.
2. Provide legal descriptions of properties to County Assessor for tax assessment purposes.
3. Assist in providing an accurate, computerized land parcel abstract for the public.
4. Provide the parcel map for the GIS system.
5. Work with other mappers to solve land and title difficulties.
6. Advise landowners, title companies, developers, and surveyors in problems concerning title.
7. Identify delinquent parcels and represent them on maps at the May tax sale.
8. Train new mappers to use the GIS computer system (Arc/Info).
9. Coach and conduct staff meetings with mapping personnel.
10. Evaluate the performance of mapping personnel, and assist in the employee hiring process.
11. Interact with planning and zoning professionals, land owners, attorneys, land developers, and surveyors.

Knowledge, Skills, and Abilities

Knowledge of state statutes pertaining to real estate, recording, and municipal functions

Knowledge of computers in general and GIS applications

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Skilled in math, writing, and interpersonal relations

Skilled in engineering drafting using both traditional and computerized equipment

Skilled in working with a variety of maps including State Plane Coordinate, G.L.O. Survey Maps, and aerial photography

Ability to utilize ARC/INFO, maintain cooperative relationships with the public and other County employees

Ability to supervise employees and communicate verbal instructions clearly

For Office Use Only

Class Code: 3064

Class Title: Cadastral Division Supervisor

FLSA: Non-Exempt

Effective Date: 7/10/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This job 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 30 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. Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field
2. And Five (5) years of work experience performing cadastral mapping activities within a GIS environment--two (2) of these five (5) years must be in a lead worker capacity

Additional Eligibility Qualifications

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

AAP/EEO Statement

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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 _____

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

Employee _____ Date _____

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