



Mapping / GIS Development Specialist

Job Description

Department: Recorder
Position: Career Service
Starting Step: 39, Table 14
Supervisory: Lead
Reports to: Cadastral Division Supervisor

Summary

Works under general supervision of the Cadastral Division Supervisor in performing advanced cadastral mapping work; assists in directing the work of the division and provides training to others in a broad array of mapping and recording work. Serves as liaison for the department in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects.

Essential Functions

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

1. Serve as liaison for the department in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects; coordinate efforts with the GIS Manager and team to ensure county-wide GIS programs accommodate the needs of the Recorder's Office.
2. Assist the Cadastral Division Supervisor in ensuring division personnel receive accurate training in work processes; serve as primary trainer for implementing programming changes.
3. Maintain up-to-date knowledge on programming applications and various computer programs and languages needed to write applicable GIS programs.
4. 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.
5. Create, maintain, and revise official parcel maps in and 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.
6. Review submitted subdivision, condominium, and annexation plats for engineering and title discrepancies to ensure state code requirements for recording are met.
7. Discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.
8. 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.

For Office Use Only

Class Code: 3562

Class Title: Mapping/GIS Development Specialist

FLSA: Non-Exempt

Effective Date: 07/10/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level:

Safety Sensitive: No

DOT: No

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

Knowledge, Skills, and Abilities

Knowledge of supervisory techniques

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 using Arc/Map software

Skilled in drafting, and conducting title searches and technical evaluations

Ability to lead and train others while maintaining own workload

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 some 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 20 pounds.

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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 four (4) years of work experience as a Cadastral Mapper II in the Utah County Recorder’s Office

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. Applicant must possess a current driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
- 3. 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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