



Cadastral Mapper – Lead

Job Description

Department: Recorder
Position: Career Service
Grade: 512
Supervisory: Lead
Reports to: Cadastral Mapping Supervisor

Summary

This position 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. Work is performed under general direction of the Cadastral Mapping Supervisor and includes the most complex duties within the assigned function. This role provides assistance to Cadastral Mappers and is responsible for leading and training others in a broad array of mapping and recording work.

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

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FLSA: Non-Exempt
Effective Date: 9/24/2021
Public Safety: No

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

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.
10. Train division personnel in technical mapping skills and respond to questions as to the validity of documents; follow up appropriately with supervisor, identifying areas for improvement.
11. Observe Cadastral Mapper workloads; evaluate processes and recommend improvements.
12. Perform various lead worker functions within assigned area; provide feedback on work performance of assigned personnel.
13. Perform technical duties of the Recorder's Office pursuant to the policies and procedures of Utah County to ensure the validity of the May Tax Sale.

Knowledge, Skills, and Abilities

- Advanced 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, including experience with ARC Info and the ESRI suite products.
- Knowledge of abstracting techniques
- 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
- Knowledge of supervisory techniques
- Skilled in 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
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to some staff and 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,

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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 or move supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in GIS, geography, civil engineering, or a related field.
2. Four (4) years of work experience using Arc/Map software with two (2) years directly related to Utah County recording and abstracting functions.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders.
2. Applicants must have successfully passed the Utah County Advanced Cadastral Mapping test.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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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.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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