



Cadastral Mapping Supervisor

Job Description

Department: Recorder
Position: Career Service
Grade: 513
Supervisory: Supervisor
Reports to: Associate County Recorder

Summary

Under general guidance and direction of the Associate County Recorder, supervises and trains cadastral mappers in a broad array of mapping and recording work. Incumbent is responsible for current representation of land parcels in Utah County and performs higher level mapping duties. Incumbent performs a variety of administrative duties and fields complex questions.

Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings; be in office during expected work hours.
2. Identify, evaluate, and resolve personnel concerns.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
4. Evaluate performance and conduct performance appraisals.
5. Train and supervise division personnel in technical mapping skills and utilization of GIS software; respond to questions as to the validity of documents; follow up appropriately with Associate County Recorder, identifying areas for improvement.
6. Supervise Cadastral Mapper workloads; evaluate processes and recommend improvements.
7. Ensure accurate records and maps; update maps and county abstracting programs to reflect current changes in ownership and in property boundaries.
8. 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.
9. Provide legal descriptions of properties to County Assessor for tax assessment purposes.
10. Create and maintain the parcel abstract index used by department personnel, title agents and associated industry professionals, and the general public; assign parcel identification numbers and identify the tax district according to jurisdictional boundaries; verify ownership of property.
11. Create and determine new taxing descriptions, such as those for parcel splits, remainder parcels, and tax delinquent properties for use by various county departments.

For Office Use Only

Job Code: 3064
Job Title: Cadastral Mapping Supervisor
FLSA: Non-Exempt
Effective Date: 9/24/2021
Public Safety: No

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

12. 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.
13. 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.
14. Create, maintain, and revise official parcel maps in digital form to accurately represent land parcels, subdivisions, and tax districts; plot parcel boundaries on cadastral maps using GIS software.
15. Resolve land and title discrepancies; discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research; review submitted subdivision, condominium, and annexation plats; collaborate with mappers, as needed.
16. Conduct research of historical data for ownership and boundary changes regarding taxable parcels.
17. 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
- Knowledge of state statutes pertaining to real estate, recording, title law as applied to the Recorder Office, and municipal functions
- Knowledge of coordinate geometry (COGO) applications and applied trigonometry
- Knowledge of surveying and civil engineering practices as applied to the Recorder's Office
- Knowledge of supervisory techniques
- Skilled in math, writing, and interpersonal relations
- Skilled in utilizing ArcGIS Desktop
- 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 maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees
- Ability to supervise employees and communicate verbal instructions clearly

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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 position requires frequent contact with the public, which may expose incumbent to others' illnesses, high-stress situations, contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. 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 or move supplies up to thirty (30) 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. Expected work hours are 8 am to 5 pm. There may be availability to work out a flex schedule that works for both the County and the employee, with advanced approval. 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. Five (5) years of work experience performing cadastral mapping activities within a GIS environment, including two (2) years in a supervisory or lead capacity.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders.

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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 preemployment drug screen and 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.

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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