



# GIS/Mapping Development Specialist

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 511  
Supervisory: Lead  
Reports to: Cadastral Mapping Supervisor

### Summary

Under general guidance and direction of the Cadastral Mapping Supervisor, performs advanced cadastral mapping work. Incumbent assists in overseeing the work of the division and provides training to others in a broad array of mapping and recording work. Functions as liaison with the GIS Manager and team and the Information Systems 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. Function as liaison with the GIS Manager and team and the Information Systems department in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects; coordinate efforts to ensure county-wide GIS programs accommodate the needs of the Recorder's Office.
2. Assist Cadastral Mapping Supervisor with ensuring division personnel receive accurate training in work processes; function as primary trainer on 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 digital form to accurately represent land parcels, subdivisions, and tax districts; plot parcel boundaries on cadastral maps using GIS software; understand and employ manual drafting methods, as needed.
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

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Job Title: GIS/Mapping Development Specialist  
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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parcel identification numbers and identify the tax district according to jurisdictional boundaries; verify current ownership of property.

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 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 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 using ArcMap software
- Skilled in using various software programs unique to Utah County and/or the Recorder's office.
- 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 effectively verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as lead to some and 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.

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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, ability to adjust focus, and ability to distinguish between different shades of color. The employee is required to type, file, and lift office 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. 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 ArcMap software.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have one (1) year experience using ArcGIS Pro.
2. 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. The time requirement may be adjusted based on the Recorder’s Associate schedule of offered classes.
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.

**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.

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**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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