

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CADASTRAL MAPPER I / II / III
CLASS CODE: I - 3050 II - 3061 III - 3062

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 04/19/2011 (REPLACES 2/3/1998 VERSION)
DEPARTMENT: RECORDER

JOB SUMMARY

Performs technical and analytical work in creating, maintaining, and updating land ownership records, the abstract of said records, the parcel library layer of Utah County's Geographic Information Systems (GIS) database, and hard copy maps.

CLASS CHARACTERISTICS

Cadastral Mapper I: Works under close to general supervision of the Cadastral Division Supervisor in performing duties at the entry / training level or in performing routine tasks that are less complex than those performed at the full performance level.

Cadastral Mapper II: Incumbents in this full performance level work under general supervision of the Cadastral Division Supervisor in performing duties of considerable difficulty that may require independent judgement. They possess the Cadastral Mapping Certificate from the Utah Association of County Recorders.

Cadastral Mapper III: Works under general supervision of the Cadastral Division Supervisor and work includes the most complex duties within the assigned function. This advanced level requires successfully passing the Advanced Cadastral Mapping test. Incumbents in this classification provide assistance to I's and II's, are capable of leading, and provide training as assigned in a broad array of mapping and recording work.

ESSENTIAL DUTIES

Analyzes, evaluates, and interprets legal records pertaining to land ownership from a variety of sources; determines the intent of conveying documents and the area to which they apply in order to ensure accurate records and maps.

Creates, maintains, and revises official parcel maps in both paper and digital form to accurately represent all land parcels, subdivisions, and tax districts; plots parcel boundaries on cadastral maps using GIS software as well as manual drafting and lettering methods.

Reviews submitted subdivision, condominium, and annexation plats for engineering and title discrepancies to ensure state code requirements for recording are met.

Discovers and analyzes discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.

Creates and maintains the parcel abstract index used by department personnel, other county departments, title agents and associated industry professionals, and the general public; assigns parcel identification numbers and identifies the tax district according to jurisdictional boundaries; verifies current ownership of property.

Creates and determines new taxing descriptions such as those for parcel splits, remainder parcels, and tax delinquent properties for use by various county departments.

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PAGE 2

Provides 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; notifies and works with property owners, engineers, land surveyors, attorneys, and title companies to resolve discrepancies.

Uses 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.

Conducts research of historical data for ownership and boundary changes regarding taxable parcels.

Cadastral Mapper III (in addition to the duties described above):

Serves as a lead worker by providing assistance to Cadastral Mapper I/II's; provides training as assigned in a broad array of mapping and recording work.

KNOWLEDGE, SKILLS, AND ABILITIES

Cadastral Mapper I:

Basic Knowledge of: state laws governing recording, indexing, and mapping of legal documents; Geographic Information Systems (GIS) technology and its application to recorder mapping functions; coordinate geometry (COGO) applications and applied trigonometry; real estate and title law as applied to the Recorder's Office; surveying and civil engineering practices as applied to the Recorder's Office.

Basic Skill in: drafting, and conducting title searches and technical evaluations.

Ability to: maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees; communicate verbally and in writing.

Cadastral Mapper II (in addition to the knowledge, skills, and abilities listed above):

Working Knowledge of: state laws governing recording, indexing, and mapping of legal documents; Geographic Information Systems (GIS) technology and its application to recorder mapping functions; coordinate geometry (COGO) applications and applied trigonometry; real estate and title law as applied to the Recorder's Office; surveying and civil engineering practices as applied to the Recorder's Office.

Working Skill in: drafting, and conducting title searches and technical evaluations.

Cadastral Mapper III (in addition to the knowledge, skills, and abilities listed above):

Basic Knowledge of: supervisory techniques.

Considerable Knowledge of: state laws governing recording, indexing, and mapping of legal documents; Geographic Information Systems (GIS) technology and its application to recorder mapping functions; coordinate geometry (COGO) applications and applied trigonometry; real estate and title law as applied to the Recorder's Office; surveying and civil engineering practices as applied to the Recorder's Office.

Considerable Skill in: drafting, and conducting title searches and technical evaluations.

Ability to: lead and train others while maintaining own workload.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 20 pounds; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

CLASS TITLE: CADASTRAL MAPPER I / II / III
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PAGE 3

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work may expose incumbent to volatile situations with the public.

EDUCATION AND EXPERIENCE

Selected applicants may be subject to a background check.

Cadastral Mapper I: Bachelor's degree in GIS, geography, civil engineering, or a related field and one (1) year of work experience relating to land title, engineering, surveying, cartography, GIS or other closely related functions. Equivalent combinations of education and experience may also be considered.

Cadastral Mapper II: Bachelor's degree in GIS, geography, civil engineering, or a related field and one (1) year of work experience using Arc/Map software. Equivalent combinations of education and experience may also be considered providing applicant has a minimum of one year of work experience using Arc/Map software.

Cadastral Mapper III: four years as a Cadastral Mapper II in the Utah County Recorder's Office.

CERTIFICATION

Cadastral Mapper II: must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders.

Cadastral Mapper III: must have successfully passed the Advanced Cadastral Mapping test.

CAREER LADDER ADVANCEMENT

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.