

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE CADASTRAL ANALYST
CLASS CODE: 3063
FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD
EFFECTIVE DATE: 04/19/2011 (REVISED 3/20/08 VERSION)
DEPARTMENT: RECORDER

JOB SUMMARY

Under general direction of the Cadastral Division Supervisor, functions as a liaison between multiple departments and performs training, administrative support work, and other highly responsible duties pertaining to the county parcel layer and associated Farmland Assessment Act legislation.

ESSENTIAL FUNCTIONS

Acts as liaison between Assessor, Treasurer and Recorder offices.

Utilizes the county's GIS system to perform survey area calculations based on, but not limited to, traverse, boundary, and state plane coordinates and performs necessary corrections to restricted files.

Analyzes description and ownership issues (including FAA submitted legal description) to resolve conflicts within the data prior to cadastral mapping processes.

Prepares supporting documentation for corrective actions, local administrative processes and state hearings.

Provides detailed and technically complex information accurately and effectively to industry professionals and associated County offices.

Reviews information submitted by taxpayers, title agents, and associated industry professionals for validity while receiving, directing, and resolving complaints to maintain consistency with state laws and office policy.

Assists Information Systems Programmers in designing and implementing changes to land information system.

Assists in scheduling leave time and collection of time sheets as directed by the division supervisor; directs work flow.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of: supervisory techniques.

Considerable Knowledge of: various computer programs, department policies, procedures, standards, and applicable laws, code and regulations; Assessor, Recorder, and Treasurer office principles, methods, and

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processes; current regulations; coordinate geometry (COGO) applications and applied trigonometry; multiple Geographic Information Systems (GIS) technology and its application to recorder mapping functions.

Skill in: efficiently organizing and completing work while supervising and training others; solving problems and making decisions within parameters.

Ability to: communicate effectively orally and in writing; read and locate property according to a legal description; distill relevant and useful elements from vast amounts of information; receive and follow instructions from those in authority while working without close supervision; maintain cooperative relationships with attorneys, engineers, surveyors, title companies, other public entities, and county employees; maintain confidentiality of management information/decisions and of other appropriate information.

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.

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; deadline pressures exist while dealing with the public; and work may expose incumbent to volatile situations with the public.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

A minimum of six (6) years of work experience as a Cadastral Mapper II in the Utah County Recorder's Office. Applicants must possess a Cadastral Mapping Certificate from the Utah Association of County Recorders and must have successfully passed the Advanced Cadastral Mapping test.

Selected applicants may be subject to a background check.

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.