

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CADASTRAL DIVISION SUPERVISOR  
CLASS CODE: 3064

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 3/20/08 (Revised 1/27/98 version)  
DEPARTMENT: RECORDER

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## **JOB SUMMARY**

Directs a staff of cadastral mappers and is responsible for the current representation of land parcels in Utah County. Performs a variety of administrative duties. Fields complex questions. Performs higher level mapping duties.

## **CLASS CHARACTERISTICS**

This is a division supervisor classification level responsible for technical activities and information relating to land parcels.

## **ESSENTIAL FUNCTIONS**

Updates maps to reflect current changes in ownership and in property boundaries.  
Provides legal descriptions of properties to County Assessor for tax assessment purposes.  
Assists in providing an accurate, computerized land parcel abstract for the public.  
Provides the parcel map for the GIS system.  
Works with other mappers to solve land and title difficulties.  
Advises landowners, title companies, developers, and surveyors in problems concerning title.  
Identifies delinquent parcels and represents them on maps at the May tax sale.  
Trains new mappers to use the GIS computer system (Arc/Info).  
Coaches and has staff meetings with mapping personnel.  
Evaluates the performance of mapping personnel, and assists in the employee hiring process.  
Interacts with planning and zoning professionals, land owners, attorneys, land developers, and surveyors

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** state statutes pertaining to real estate, recording, and municipal functions; computers in general and GIS applications; state statutes pertaining to real estate, recording, and municipal functions.

**Ability to:** utilize ARC/INFO, maintain cooperative relationships with the public and other County employees; supervise employees and communicate verbal instructions clearly. **Skills in:** math, writing, and interpersonal relations; engineering drafting using both traditional and computerized equipment; working with a variety of maps including State Plane Coordinate, G.L.O. Survey Maps, and aerial photography.

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

## **PHYSICAL DEMANDS**

Typically sits at a desk or table; occasionally walks, stands, or stoops; regularly walks, stands, or stoops; occasionally lift, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; needs to distinguish between shades of color.

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### **WORKING CONDITIONS**

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

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's degree in GIS, Geography, Civil Engineering, or a related field; and Five (5) years of work experience performing cadastral mapping activities within a GIS environment--two (2) of these five (5) years must be in a lead worker capacity.

### **LICENSING AND CERTIFICATION**

State Recorder's Association Cadastral Mapping Certification.

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.