

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MAPPING / GIS DEVELOPMENT SPECIALIST
CLASS CODE: 3562

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 04/19/2011
DEPARTMENT: RECORDER

JOB SUMMARY

Works under general supervision of the Cadastral Division Supervisor in performing advanced cadastral mapping work; assists in directing the work of the division and provides training to others in a broad array of mapping and recording work. Serves as liaison for the department in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects.

ESSENTIAL DUTIES

Serves as liaison for the department in the analysis, design, production, programming, database maintenance, and implementation of related GIS projects; coordinates efforts with the GIS Manager and team to ensure county-wide GIS programs accommodate the needs of the Recorder's Office.

Assists the Cadastral Division Supervisor in ensuring division personnel receive accurate training in work processes; serves as primary trainer for implementing programming changes.

Maintains up-to-date knowledge on programming applications and various computer languages needed to write applicable GIS programs.

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.

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

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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.

KNOWLEDGE, SKILLS, AND ABILITIES

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: using Arc/Map software; drafting, and conducting title searches and technical evaluations.

Ability to: lead and train others while maintaining own workload; maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees; communicate verbally and in writing.

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. Work may expose incumbent to volatile situations with the public.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

A minimum of four (4) 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.