

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MAPPING TECHNICIAN
CLASS CODE: 6566

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: RECORDER

JOB SUMMARY

Under general supervision of the Cadastral Division Supervisor, performs routine and technical work to create and update property description and ownership records for taxable properties within Utah County.

ESSENTIAL FUNCTIONS

Receives and reviews documents recorded through the office of County Recorder; determines information and details needed to create or update ownership and legal property descriptions; updates computer database, sections and subdivision maps; answers questions from title companies, mortgage companies, and individuals related to parcel numbers in person or over the phone.

Assigns and/or inputs tax serial numbers on property ownership and land transfers; identifies parcel splits and property combinations for taxing descriptions; ensures accuracy of data for access and use by various County departments; makes changes to computer records as needed.

Creates and maintains abstract records; abstracts legal description into various books and computer records according to property description for public use through the internet or in person.

Determines accuracy of division assessment change reports by inspecting and thoroughly reviewing mapping, grouping and abstracting elements; verifies serial numbers; provides feedback for appropriate corrections and remedies database inaccuracies.

Assists the public in making searches for conveyances, mortgages, and other documents affecting the title to any property and furnishes certified copies of documents.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: state laws governing recording, indexing, and mapping of legal documents; relationship of Recorder's Office functions to other County offices; GIS technology and its application to mapping functions of the Recorder's Office; terminology associated with legal documents; technical tools and equipment associated with drafting, cartography and mapping scales; coordinate geometry.

Skill in: operating standard office equipment including a personal computer; using database software and various program applications such as word processing, etc.; using drafting tools and mapping scales to create taxing maps; using Arc Info and coordinate geometry to create computer-generated maps.

Ability to: maintain cooperative relationships with those contacted during the course of work activities; abstract recorded documents and understand legal property descriptions; read and understand legal documents; perform complex mathematical computations; prioritize work flow and work independently; communicate effectively verbally and in writing.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands or stoops; maintains concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 30 pounds.

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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.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered.

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.