

Uintah County

Job Description



Title:	Cartographer	Code:	509
Division:	Administration	Effective Date:	3/07
Department:	Recorder	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	24

GENERAL PURPOSE

Performs a variety of **advanced level** technical duties related to the use of various mapping and drafting software applications and programs as needed to assist in the development and maintenance of county plats and GIS system documentation. Performs drafting and mapping of county property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Recorder.

SUPERVISION EXERCISED

Provide close supervision to departmental employees related to GIS and mapping projects. Provides close to general supervision to clerical personnel searching or using plats.

ESSENTIAL FUNCTIONS

Interprets maps and legal descriptions; updates county plat map system to show current ownership of property occurring from transfers and "splits"; calculates and writes remaining descriptions using trigonometric analysis; updates working copies and map masters and maintains various parcel plat, subdivision and lot layers in the county GIS system; assigns new account numbers, serial numbers; adjusts taxing accounts and acreages as needed; calculates acreage for assessment purposes; transfers ownership onto plat maps; transfers information to county assessor's office.

Searches titles for plat justification and tax purposes; monitors and checks development and annexation maps and approves and disapproves for filing.

Maintains mapping system consistent with changes in recording laws; coordinates legal issues for resolution with legal staff regarding property conveyance; assembles, correlates and evaluates data from other agencies such as aerial photos, surveys, charts, graphs and statistics; interprets materials in seeking solutions to departmental mapping problems.

Draws, rules, prints, metes, and plats property boundaries, lots, parcels, and subdivisions on township maps showing bearings, distances, ownership, and geographical landmarks; utilizes GIS software and various programs; builds geodatabases and maintains and updates property descriptions.

Operates an electronic database to perform algebraic and geometric computations to determine and confirm accuracy of property closure(s) as identified on legal documents; conducts research on legal documents to remedy closure problems.

Searches legal documents to identify existing right-of-ways, easements, section dimensions, and landmarks (rivers, streams, etc.) for inclusion on township maps; draws sections to conform to sectional breakdowns per surveyed information.

Receives various deeds; determines deed type and nature for property description changes; follows established procedures to update and document changes on files and maps; receives and solicits data from local survey companies as needed to complete tasks.

Responds to public inquires regarding land location, ownership, deed description and other county records; assists public in locating maps in county plat books; may assist with document recordings.

Performs backup duties; acts as a deputy recorder as needed to record documents and process related documentation; assists in performing technical GIS duties in the absence of GIS staff.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Two (2) years of specialized training in drafting and cadastral mapping obtaining through technical college or in-service workshops and on-the-job training;
- AND
- B. Four (4) years of related experience;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of state certification requirements; considerable knowledge of GIS software and related programs, technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; considerable knowledge of basic civil engineering practices and procedures; survey practices and procedures; legal documents and terminology; functions of the office of County Recorder. **Working knowledge of** inter-relationships of various federal, state and local agencies which impact upon mapping activities of the county.

Skill in the use of various software applications including, ESRI, Arcview GIS, ArcInfo, ArcTools, Building Geodatabases, etc.

Ability to letter and draw clearly and artistically; ability to read and understand legal documents; ability to perform complex mathematical computations; ability to operate calculators and standard office equipment; ability to work independently; ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be certified by Automated Geographic Reference Center (AGRC) or ESRI in the most current version of ARCVIEW software.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)