

# Sevier County Job Description



<b>Title:</b> Mapping Specialist	<b>Department:</b> County Recorder
<b>Grade:</b> 17	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 350	<b>Effective Date:</b> 01/12 (Revised 06/19)

## GENERAL PURPOSE

Performs a variety of **advanced level** technical duties related to the use of various mapping and computer aided 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

May provided some training to support staff.

## ESSENTIAL FUNCTIONS

### Mapping:

- Performs routine platting functions changing ownership plats and cards;
- Assists to maintain current ownership plats and plats from conveyances;
- Draws, rules, prints, metes, and plats property boundaries, lots, parcels, and subdivisions on township maps showing bearings, distances, ownership, and geographical landmarks;
- Drafts and creates new descriptions and plats, make new tax cards as needed;
- Updates plats as needed and redrafts subdivision and survey maps;
- Check Subdivision and Annexation Plats before they are filed or recorded;
- Utilizes a variety of technical drafting tools, including AutoCAD, ArcGIS, building Geodatabases, etc., in maintaining and updating property descriptions from parcel cuts, calculates acreage, assigns tax number; categorizes conveyances;
- Updates county map system to show current ownership of property occurring from transfers and "splits", utilizes Tyler software;
- Calculates and writes descriptions using trigonometric analysis;
- Updates working copies and map masters and maintains various parcel plat, subdivision and lot layers in the county ownership and mapping system and assists in updating the county GIS system;
- Assigns new account numbers, serial numbers;
- Adjusts taxing accounts and acreages as needed and calculates acreage for assessment purposes and transfers information to county assessor's office;
- Maintain and keep updated drainage district cards for Assessor's use;
- Update ownership changes on official Mylar and counter plat maps in the Recorder's and Assessor's offices;
- Monitors and checks development and annexation maps and approves and disapproves for filing;
- Maintains AutoCAD maps used from Recorder's Office and GIS Department including property ownership, boundary changes, and section corner information;
- Maintains mapping system consistent with changes in recording laws and coordinates legal issues for resolution with legal staff regarding property conveyance;
- Operates calculator to perform algebraic and geometric computations to determine and confirm accuracy of property closure(s) as identified on legal documents and conducts research on legal documents to remedy closure problems;
- Draws sections to conform to sectional breakdowns per surveyed information;
- Assembles, correlates and evaluates data from other agencies such as aerial photos, surveys, charts, graphs and statistics and interprets materials in seeking solutions to departmental mapping problems;
- Receives various deeds and determines deed type and nature for property description changes, follows established procedures to update and document changes on files and maps;
- Meets with surveyors, title companies, public and others as necessary to resolve mapping issues;
- Draws and enters section information filed by Surveyors and Engineers on our parcel layer;
- Searches titles for plat justification and tax purposes;
- Searches legal documents to identify existing right-of-ways, easements, section dimensions, and landmarks (rivers, streams, etc.) for inclusion on township maps;
- Interprets maps and legal descriptions;
- Working with Sheriff's Office, County Homeland Security, and other county offices to provide location of wells and community water resources, evacuation maps, latitude and longitude plotting and other mapping information as requested.

**Office Support:**

- Responds to public inquiries regarding land location, ownership, deed description and other county records;
- Creates custom maps for county entities.
- 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;
- May assist with document recordings;
- Performs backup duties.

**MINIMUM QUALIFICATIONS****1. Education and Experience:**

Graduation from high school or equivalent, plus, 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 five (5) years of experience performing the above related duties.

\*An equivalent combination of education and experience may be considered.

**2. Knowledge, Skills, and Abilities:****Considerable knowledge of;**

- Real estate laws for the State of Utah;
- AutoCAD and related programs, technical tools and equipment associated with drafting and cartography;
- Mapping scales and their most appropriate use;
- Basic civil engineering practices and procedures;
- Survey practices and procedures;
- Legal documents and terminology;
- Functions of the office of County Recorder.

**Some 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, Arc view GIS, Arc Info, Arc Tools, Building Geodatabases, etc.

**Ability to**

- Effectively use AutoCAD MAP Current Version and updates;
- Basic Computer Skills and Drafting skills;
- Use Tyler/Eagle Software Systems;
- Do splits, property combinations, subdivisions, and annexations;
- Letter and draw clearly and artistically;
- Read and understand legal documents;
- Read and interpret survey maps;
- Write and interpret legal and survey descriptions;
- Update plat maps;
- Perform complex mathematical computations;
- Operate calculators and standard office equipment;
- Work independently;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

- Must be certified by State of Utah in Cadastral Mapping.
- Must be able to maintain and update certifications;
- Must have a Utah driver's license with an acceptable record;
- Sevier County Resident.

**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.
- Occasional lifting of up to 50 pounds.
- 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 employee(s) assigned to this classification. 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. 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)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)