



Mapping Technician I – GIS/Deed Processing Department

\$37,500 - \$56,250 (\$19.23/hr. - \$28.85/hr.)

JOB SUMMARY This is a full-time non-exempt position that involves routine technical work in the preparation of maps and processing of deeds for certification of a county-wide property tax roll. The work performed is subject to close supervision and reviewed through conference and performance evaluations.

ESSENTIAL FUNCTIONS *(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the tasks, which the employees may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

- Interpret parcel identification data and locate properties.
- Review legal instruments, property rolls, deeds, property ownership records, and make necessary changes and updates to cadastral assessment maps.
- CAD construction of plats, metes and bounds, right of way and prorations on ownership maps.
- Tax roll verification of ownership and research abstract records.
- Respond to telephone inquiries from the public and other County agencies in a polite and courteous manner; direct calls appropriately. Assist the public when needed or asked.
- Operate modern standard office equipment including computer systems that relate to the designated area of responsibility.
- Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related criteria)*

- Considerable knowledge of mathematics, fundamental geometry, cartography, business English, and spelling; effective verbal and written communication skills.
- Ability to make computations and tabulate accurately with reasonable speed.
- Capable of learning assigned tasks readily and adhere to prescribed departmental and administrative policies and procedures.
- Ability to utilize drafting tools, compute acreage and read with comprehension.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES – continued

- Knowledge of map compilation, cartography and feature structuring for GIS.
- Intermediate knowledge of computers; ArcMap software for computer drafting.
- Ability to operate modern standard office equipment including, but not limited to telephone, computer and relevant software, calculator, copy machine, scanner, fax machine, Microfiche reader/printer, engineering plotter and scanner.
- Ability to move or lift 30-pound map racks.

EDUCATION AND EXPERIENCE

- Graduation from high school or recognized equivalent.
- One (1) year of experience **or**
- A combination of on-the-job training and education equal to one (1) year with drafting, surveying, and/or Geographic Information Systems.
- Must be able to read, understand, and work with plats, deeds, legal description and drawings.

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PHYSICAL REQUIREMENTS *(This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements):*

- Typically sit at a cubicle, desk, table or counter.
- Use fingers and hands to operate computer keyboard; enter data into a computer or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Perform fine hand movements in the accurate use of drafting instruments.
- Occasionally walk, stand, stoop or kneel.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds.
- Occasionally ascend or descend stairs.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Remain in a sitting position for extended periods of time.
- Ability to travel to other locations within the County while representing the Office.

WORKING CONDITIONS

- Work is performed in an environmentally controlled office setting.
- May periodically be required to travel to other locations within the County while representing the Office.

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To apply for this position, visit our website at www.pbcgov.org/PAPA and click on Departments, Human Resources. Follow the instructions on downloading and submitting an application. If you have any questions about this position, please contact Human Resources at pa-hr@pbcgov.org.

Revised: August 2018