



JOB DESCRIPTION

Title	Senior Cartographer/GIS	Created	May 2004
Department	Assessment & Taxation	Revised	
Job Class	A 17	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Plan organize, direct and/or perform all cartographic functions of the Assessor's Office to determine, delineate, plan and position tracts in map form of land, natural and constructed features, coastlines and land areas consistent with Oregon Department of Revenue's Cadastral Data Exchange standards. Direct work activities of assigned employees of lower classifications.

Essential Functions

- Individuals assigned to this classification are expected to implement in-depth knowledge of modern cartographic standards and practices to evaluate written legal descriptions, survey information, deeds and related data as to reliability and validity and to prepare maps to scale. Supervision and/or direction are available and normally take the form of review of results achieved. Work performed must comply with sound cartographic standards and Oregon State Department of Revenue requirements. Errors in judgment could have substantial impact on citizens of the county, legal liability, public relations and costs. Responsible to ensure that assigned work performed in the functional area is accurate and thorough. Responsible to train employees, make work assignments and check completed and in-process work for accuracy and to make effective recommendations regarding personnel actions.
- Develops new complex cadastral maps by plotting road surveys, subdivision plats, partition plats, surveys and deeds on control PLSS layout.
- Update tax lots and tax lot records to conform to instruments of conveyances, new roads, new survey and GPS control.
- Develops control and grid systems necessary for base control mapping (mapping which establishes section, subdivision and survey corners) using a scientific calculator or computer.
- Adds new subdivision plats, partition plats, surveys, road surveys and deeds to existing assessor maps.
- Assigns parcel numbers or property description numbers; may prepare charts, graphs, and other graphics as required.
- Develops map information lines, and text using Computer Aided Drafting (CAD) and other special Geographic Information System (GIS) software to create computer files so maps can be quickly reproduced in an inked form by a plotter.
- Research on new and accumulated data concerning deeds, property titles, road right of ways, road vacations, boundaries and legal descriptions which may involve pulling records and files on hand, contacting other state or federal agencies, or visiting



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websites.

- Interprets legal descriptions of property, metes and bounds, easements, and rights of way.
- Makes mathematical calculations, computing land acreage and area.
- Plots land descriptions to accurate scale in revision, correction, maintenance and updating of Assessor's office maps and plats.
- Splits parcels and adjusts lot line as required by recorded documents.
- Identifies and resolves problems and conflicts resulting from property splits.
- Maintains files of maps, charts, and related materials.
- Calculates survey closures on land parcels and plat out bounds, compiles related land descriptions for mapping purposes; performs title searches.
- Maintains taxing district boundaries using annexation data including state fire protection areas; maintains urban renewal boundaries.
- Works Property Classification Memorandums with respect to utility properties.
- Provides a variety of information and assistance to the public, internal and external customers and jurisdictions.
- Resolves improper deed descriptions with staff and/or the public.
- Serve as resource person and respond to inquiries from the public, other departments and organizations and provide information within scope of knowledge or refer to appropriate sources.
- Coordinate work activities with organization outside county government such as private surveyors, corporations, title companies, attorneys and other as necessary to accomplish primary function.
- Follow all safety rules and procedures established for work areas.

AUXILIARY FUNCTIONS: Provide support to department personnel as workload and staffing levels dictate. Maintain proficiency by attending training, meeting with others, reading, etc. Maintain work area in a clean and orderly manner.

Mandatory Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

Requires a thorough knowledge of modern cartographic standards, principles and procedures. Requires up to five years progressively more responsible experience in drafting, engineering or an associated discipline with sound geometry, trigonometry and aerial photo interpretation. Knowledge of Oregon Cadastral Map System mapping standards; condominium and subdivision law with respect to recording; annexation law with respect to annexations, formation, consolidations and withdrawals from taxing



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districts; and survey law with respect to road vacations, sectioning, senior rights and the separating of land parcels.

Requires ability to organize a variety of data and information to make valid and reliable interpretations. Requires manual dexterity necessary to set up and operate standard drafting equipment and requires skill with computer CAD and GIS software.

Requires ability to instruct and direct the work activities of assigned employees.

Desired Qualifications

Basic knowledge of ESRI products. Previous experience in an Assessor's office in the State of Oregon would be desirable, but not necessary.

Physical Demands

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, and reach; communicate; and, manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 40 pounds on a frequent basis. Manual dexterity and coordination are required at least 50% of the work period while operating computer CAD/GIS software.

Working Conditions

Usual office working conditions.

Supervisory Responsibility

Supervision is not a typical function assigned to this position. May provide training and assistance to personnel in department regarding mapping standards and property titles. Requires ability to instruct and direct the work activities of assigned employees.

Works under the general supervision of the Chief Deputy Assessor/Tax Collector.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.