

BANNOCK COUNTY **CLASS SPECIFICATION**

CADASTRAL COORDINATOR

Department: Assessors
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 10/04, 08/09

Purpose of Class

Performs a variety of technical and administrative duties to coordinate, oversee, document and maintain history of changes in ownership and property descriptions in the County; performs related work as required.

Primary Function

The principal function of an employee in this class is to coordinate and maintain changes in ownership and real property transfers. The work requires specific techniques and involves performing complex processes related to platting, legal description reading and interpretation, and property closure analysis. The work is performed under the general supervision of the Chief Deputy Assessor. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Oversees processes and procedures and performs technical and administrative duties to maintain official records of ownership in the County;
- Reviews and processes deeds, escrow contracts, divorce decrees, probates, trustee deeds and other legal documents influencing property ownership or descriptions;
- Prepares and records changes on property records;
- Draws metes and bounds;
- Reviews new subdivision plats;
- Assigns tax numbers to metes and bounds descriptions;
- Performs data entry to reflect changes in property ownership or boundaries and posts the same to assessor's records;
- Processes forms as needed to apprise assessor staff and other interested parties of changes on plat books for ownership and legal descriptions;
- Draws property lines, property splits, and subdivision boundaries on plat maps;
- Maintains property companion sheets showing property histories;
- Performs calculations and computations to determine and confirm accuracy of property closures as identified on legal documents and conducts research to remedy closure and/or ownership problems;
- Rewrites property boundary descriptions as required to update plats and maps;
- Updates assessor maps to reflect property ownership, boundary, annexation, or other changes;
- Maintains parcel master entry as needed to keep records current;

- Plats new boundaries on splits, making new parcels and assigning new parcel numbers to the newly split property and new subdivision plats;
- Researches legal descriptions for rights-of-ways and other existing property features;
- Responds to citizen, other agency, lender, and other business and professional agency questions and comments in a courteous and timely manner;
- Prepares and sells copies of maps, documents, and records for the public;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other office functions as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal documents and terminology, deeds, property descriptions, metes and bounds descriptions, and other specific and technical terminology;
- Operation of standard office equipment;
- Operation of specialized computer aided drafting and mapping equipment;
- Current office practices and procedures;
- Bookkeeping and basic accounting methods and techniques;
- Mathematical calculations and computations.

Ability to:

- Draw metes and bounds;
- Read and understand legal documents;
- Perform complex mathematical calculations;
- Prepare and update maps and drawings;
- Operate a variety of standard office equipment;
- Maintain detailed and accurate records and data;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisors, state and local elected and appointed officials, and the public;
- Respond to citizen and customer requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency and two (2) years of college level courses in drafting, engineering or related field is required; and
- Working knowledge of technical drafting principles and techniques is required;
- Two (2) years experience in Assessor's or equivalent office required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- State Certification in mapping is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and read, prepare, and process maps, deeds, and other legal documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, and specialized mapping equipment;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.