

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **LEAD CARTOGRAPHER**

Department: Assessor  
FLSA Designation: Non-Exempt

Pay Grade: 13  
Effective Date: 10/04, 08/09

### **Purpose of Class**

Performs a variety of administrative and supervisory duties overseeing operations of the deed processing and mapping functions of the Assessor's Office; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to administer the deed processing, platting, and mapping operations and database of the County; this employee also performs skilled technical duties to create and maintain the GIS mapping system. The work is performed under the supervision of the Chief Deputy Assessor and working supervision is exercised over the Cartographer and Cadastral Technician positions. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Supervises and administers the operations of the plat room and GIS mapping system;
- Ensures plats, property descriptions and boundaries, deeds, ownership records, tax numbers, and related records are current, accurate, and in compliance with state and County codes, statutes, and requirements;
- Ensures plat maps, property maps, special district maps, utility maps, planning and zoning maps, precinct maps, and other related maps produced and maintained by the County are current, accurate, and in compliance with state and County codes, statutes, and requirements;
- Develops, implements, and enforces work and product standards, policies, and procedures;
- Supervises operation and implements improvements and updates to the Geographic Information Systems (GIS) system of maps and database for the County;
- Supervises and trains employees;
- Provides technical expertise for map production;
- Administers the maps and other records that comprise the Plat Book for the County;
- Creates GIS-related documents, including maps, charts, graphics, and related products;
- Provides assistance to appraisers with property maps, descriptions, acreages, and related data;
- Reviews all recorded surveys, subdivision plans, property splits, and other changes in boundary lines and ownership for correctness and accuracy and updates the appropriate maps;

- Identifies new legal descriptions from documents, checks for accuracy, and updates maps and records;
- Reads maps, charts, surveys, plats, deeds, aerial photographs, and related documents to obtain data;
- Creates maps designating annexations, special service districts, flood areas, planning and zoning designations, utility systems, precincts, and other designated areas;
- Creates and prints maps and copies for customers;
- Cleans and maintains GIS equipment;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- 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;
- Computerized mapping and drafting methods, techniques, procedures, and equipment;
- Principles, practices, techniques, terminology, and objectives of property appraisal;
- Surveying techniques and terminology;
- Aerial photography interpretation;
- Mapping and property description terminology;
- Operation of a personal computer and associated software for computer mapping software, GIS, and other required applications;
- Operation of standard office equipment;
- State and County codes, statutes, procedures, standards, and policies related to property description, recording, appraisal, and mapping;
- Employee supervision, training, and evaluation methods and techniques;
- Current office management and operation methods and procedures;
- Municipal budget administration procedures.

Ability to:

- Interpret and administer state and County codes, statutes, policies, standards, and procedures for property description, appraisal, recording, and mapping;
- Use a variety of legal descriptions, surveys, property descriptions, maps, plats, and aerial photographs to create computerized maps using the GIS or other specialized computer mapping system;
- Maintain and update a GIS map and database system;
- Implement new software applications;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, verbally and in writing;
- Supervise, train, and evaluate employees;
- Read and interpret legal descriptions, deeds, plat books, maps, and surveys;
- Maintain and organize records;

- Establish and maintain effective working relationships with other County employees, subordinates, supervisors, local appointed and elected officials, and the public;
- Understand and follow oral and/or written policies, procedures and instructions;
- 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;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Associates degree in civil engineering, computerized drafting, mapping or a related field is required; and
- Four (4) years experience with GIS technology and computerized drafting is required; and
- Some supervisory experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **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 and prepare a variety of written, text, and electronic documents and maps;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and to operate specialized computer drafting and mapping equipment;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.