

CARTOGRAPHER

Class Code: 341

Range: E/17

Definition: Under general supervision, to prepare and maintain cartographic maps using both manual and computerized methods for the purpose of determining property boundaries, area, and ownership; to review and process property ownership transfers; to maintain taxing district boundaries; and to perform related work as required.

Distinguishing Features: This is the journey level class in the series. It is distinguished from the Senior Cartographer in that incumbents work within a framework of established procedures and are not expected to possess the same degree of technical or functional expertise. Incumbents are expected to perform a full range of duties with only occasional instruction or assistance. Work is normally reviewed only on completion and for overall results. Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- C Create and maintain property and taxing district boundary maps.
- C Develop computer maps of property and taxing district boundaries.
- C Interpret and apply various cartographic standards and Federal and State boundary laws in the preparation of property and taxing district boundary maps.
- C Review surveys and partition plats; update and maintain plat maps.
- C Research ownership and legal descriptions of property.
- C Interpret and process legal documents in preparation for the transfer of property.
- C Respond to public inquiries concerning related policies and procedures, statutes and requirements.
- C Notify affected individuals and groups of property transfer problems.
- C Compute acreage of properties for local, state and federal agencies and the public as required.
- C Maintain deed records related to property ownership.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- C File mylar and computer generated maps, deed cards and related materials.
- C Prepare and copy a variety of documents and maps in compliance with departmental notification procedures.
- C Perform other related duties as required.

Qualifications:

Minimum Qualifications: A combination of education and experience equivalent to completion of the twelfth grade and two years of college level course work in higher mathematics, drafting/cartography, surveying or related field.

Knowledge, Skills, and Abilities: Requires thorough knowledge of map preparation processes and public land systems; surveying and drafting methods and techniques; familiarity with legal terms related to property ownership, property transfers, boundary laws and taxation, and real estate law; familiarity with computer mapping software. Ability to prepare maps manually and using drafting machines or related automated equipment; read and interpret a variety of written documents, manuals, statutes, maps, ordinances and other records related to assigned work including legal real property descriptions of property boundaries, appraisal records, partition plats, deeds, court documents, aerial photos, and deed records; prepare and maintain accurate written materials, logs, records and files including legal descriptions, property and taxing district maps, letters and title reports; establish and maintain cooperative working relationships with those contacted in the course of work; use mathematics to perform assigned duties including calculating acreage; prioritize work and meet established deadlines; follow oral and written instructions; use a variety of office and machines, tools and supplies in the performance of assigned duties including blueprint machine, plotter, calculator, computer, microfilm/microfiche, Xerox machine, typewriter and drafting tools; and interpret and explain department policies and procedures as necessary.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements such as drafting, filing, data entry and/or use of calculators, ten-key adding machines or other office equipment or supplies.

License or Certificate: None