
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	322
SUPERVISOR:	Chief Cartographer	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	Courthouse

GENERAL STATEMENT OF DUTIES: Perform a variety of drafting tasks in the preparation of appraisal maps; determine and verify land ownership; do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain and update records of tax lots and ownerships from legal descriptions, deeds, survey, aerial photographs and related records.

Prepare appraisal maps and assessment records from property description, deeds, mortgages, surveys, aerial photographs, and related records; combine or divide parcels of land as required to revise maps.

Make title searches to establish correct ownership of properties; identify property as described in deed and make necessary changes to records.

Correct and verify descriptions and maps by mathematical computations and checking records and files.

Operate standard drafting equipment such as the drafting machine, planimeter and Leroy lettering set.

Prepare reference and work reports.

Assist the public and answer questions concerning property records.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of a Chief Cartographic Drafter who assigns and reviews work for conformance with established procedures and policies.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation plus additional broad specialized training in a related field; two years of cadastral map drafting experience plus;

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DATE: 02/24/09

or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the uses, techniques and care of drawing instruments and machines. Considerable knowledge of cartographic principles and practices involved in the preparation of assessment maps.

Ability to make computations necessary for cartographic activities. Ability to work from written and oral instructions and to carry out assigned tasks independently. Ability to maintain harmonious and effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.