
EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	325
SUPERVISOR:	County Assessor	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Supervise and participate in the Cartography Section and maintain the cadastral mapping system and associated real property records for the purpose of assessments. Determine Cartographic Section policies and procedures within the framework set by Oregon Revised Statutes and Oregon Department of Revenue (ODOR). Perform cartographic drafting work on mylar maps as well as in electronic format in accordance with ODOR Cadastral Map System Standards. Do related work as required.

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

Supervise cartography staff including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with the Assessor as appropriate). Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions

Draw and maintain ink and mylar and/or computerized cadastral base maps using existing survey control and other land records from beginning to finalization. Revise maps to conform to official government land surveys, highway maps, public land surveys and new aerial photos. Create new maps as required.

Coordinate the conversion of mylar base maps to electronic format including establishing control points, COGO and/or digitize existing hard copy maps, conforming the electronic files to fit adjoining maps, preparing annotations as required by ODOR Cadastral Map System Standards and converting the maintenance and updating of maps to electronic files. Work with other county departments, ODOR, other public agencies and outside vendors in developing base GIS layer of assessor's tax lot maps.

Prepare segregation, consolidations and partitions of property by plotting new boundaries on map. Review boundary changes and legal descriptions related to property transactions; computing acreage of new parcel, and assign new tax lot number. Maintain records of such.

Process annexations, formations, mergers, consolidations and withdrawals of taxing districts which includes: checking and approving legal description, determining tax parcels, acreage involved and appropriate code, plotting and recording changes on maps and records and preparing boundary maps of districts and furnish notifications as required.

Review proposed subdivision, condominium, and planned community plats as required by law which includes: reviewing and checking to determine what property is being developed, checking the description and signatures of parties involved, and checking real property tax status.

Process State, County and City right-of-way documents.

Perform extensive title searches to determine ownership on questioned properties. Review ownership boundary, taxing district, and tax code area issues. Interpret legal descriptions. Research complex ownership problems. Confer with assessor regarding problem areas and relate program progress to meet designated deadlines.

Assist the public, other County departments, title companies, and government agencies by answering questions and solving problems in matters concerning maps, ownership, district boundaries, code areas and property assessment.

Prepare legal descriptions for properties to be deeded to County through property tax foreclosure.

Process Property Classification Memorandums, received from Valuation Section of the Department of Revenue, affecting the assessment jurisdiction of centrally assessed property.

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

SUPERVISORY RESPONSIBILITIES: Supervise 3 cartographic positions. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the County Assessor.

SUPERVISION RECEIVED: Work under the general direction of the County Assessor who provides policy and administrative direction and reviews performance.

QUALIFICATIONS 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: Broad specialized training equivalent to an Associate's degree in a related field and four years related work experience with at least two years work experience in an assessor's office preparing maps. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Advanced cartographic drafting skills and knowledge of various graphic techniques, including current symbols, nomenclature, techniques and instruments used in drafting and mapping. Broad knowledge of Oregon State Cadastral Mapping Standards and law governing assessment and taxation of real property. Knowledge of algebra, trigonometry and geometry and of survey methods, techniques and practices.

Extensive familiarity with the use of CAD and GIS software such as AutoCAD, ARC Info and Intergraph. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to make mathematical calculations rapidly and accurately. Ability to prepare and interpret a wide variety of maps,

JOB DESCRIPTION: **CHIEF CARTOGRAPHER**

DATE:03/10/09

drawings, charts, legal descriptions and documents affecting real property ownership. Ability to use and properly care for drafting instruments, related drafting aids and CAD and GIS computers, printers, and plotters. Ability to effectively supervise cartographic staff. Ability to maintain harmonious and effective working relationships with fellow employees, 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.

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds, except for retrieval of records stored on shelves, which requires lifting/moving bound volumes at floor to ceiling level weighing 30-40 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 with the possible exposure to fumes associated with inks, rubber cement, thinner, etc.