



Class Code: 4-2210  
FLSA: Non-Exempt  
EEO: 4  
Bargaining Unit: 4  
Revised: 10/2020

## **CADASTRAL MAPPING TECHNICIAN, SENIOR**

### **DEFINITION**

Under general supervision, provides lead direction and work coordination for the Cadastral Mapping Technicians; performs a variety of more complex mapping and title functions in the Assessor–Recorder’s Office; maintains the Assessor’s mapping and titling systems; performs the complex mapping, and computer work in the preparation and maintenance of property maps, drawings, and tracings for the Assessor–Recorder’s property map system; provides map interpretations, property location, and ownership status of property; researches and maintains change of ownership data; performs map drafting, and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the Cadastral Mapping Technician series. Incumbents provide work coordination and training for the Cadastral Mapping Technicians, as well as perform the full range of complex technical work in the development and maintenance of the mapping and title functions in the Assessor–Recorder’s Office. Incumbents are also expected to provide comprehensive support to the Assessor-Recorder’s Office.

This class is distinguished from the Cadastral Mapping Technician II in that the incumbents provide lead direction and perform the highly difficult and complex mapping functions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Chief Assessor–Recorder – Valuations. May provide work coordination, lead direction, and training for Cadastral Mapping Technicians, Senior, and office support staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs complex mapping and title functions in the Assessor–Recorder’s Office.
- Consults with other county staff, other government agencies, title companies, property owners, attorneys, and others to clarify legal ownership and the reappraisal status of a property.
- Assists the public, providing information and services related to the functions of the Assessor–Recorder’s Office.
- Maintains and updates the Assessor-Recorder’s parceling system.
- Researches deeds, surveys, field notes, and government plans to locate and identify parcels and property boundaries.
- Uses computerized systems to prepare and update maps to reflect annexations and tax rate area changes.
- Develops composite maps.
- Performs complex mathematical computations; computes acreage.
- Plots land descriptions to accurate scale in the revision, correction, and maintenance of official maps and plats.
- Continuously adds to the inventory of computerized assessment and GIS maps.
- Assists the public and surveyors with a variety of land research problems.

- Performs property appraisals.
- Updates master property records to reflect title, acreage, and tax area code changes.
- Determines the transfer and/or reappraisal status of the more complex property ownership changes.
- Prepares legal descriptions for the Tax Collector.
- Works with other county departments and agencies in the development of the county-wide Geographic Information System (GIS).
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Purposes, organization, functions, and policies of the Assessor-Recorder's Office.
- Methods, practices, and terminology of the Assessor's property map system.
- Computerized drawing and mapping software used in the Assessor-Recorder's Office.
- Laws, rules, and regulations governing the development and maintenance of Assessor's maps and establishing legal ownership of property.
- Nomenclature, symbols, methods, and practices used in property descriptions, map development, and drafting.
- Methods and techniques for establishing property ownership and boundaries.
- Basic knowledge of the county-wide GIS (Geographic Information System), and GIS methodology.
- Customer service principles and techniques.
- Modern office methods and procedures.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

### **Ability to:**

- Provide lead direction, work coordination, and training for Cadastral Mapping Technicians.
- Organize and perform the mapping and title functions of the Assessor-Recorder's Office.
- Perform a variety of the more complex property location, mapping, property ownership identification, and drafting work.
- Skillfully use the computerized mapping and drawing software of the Assessor-Recorder's Office.
- Provide support for the implementation and maintenance of county-wide GIS.
- Read and understand property descriptions and other information related to the development and maintenance of Assessor's maps.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Prepare and maintain records and reports.
- Deal tactfully and courteously with the public and other staff when explaining and interpreting maps, property descriptions, ownership status, and Assessor-Recorder's Office policies.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Regularly work well under pressure, meeting critical deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

### **Licensing and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

### **Education and Experience:**

Three (3) years of experience year of experience performing property mapping support and title identification work.

Special educational training and/or experience with computerized property location, property map drafting,

and property ownership identification software is highly desirable.

Additional directly related experience and/or education may be substituted.

### **WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**