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Title: Consideration of Request for Interim Appointment to Cadastral Mapping Specialist - Kristina Jefferies

Sponsors: Assessor

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
2/7/2017	1	BOARD OF SUPERVISORS	approved	Pass

MEMORANDUM

TO: Board of Supervisors

FROM: Richard Ford, Assessor- Recorder

DATE: February 7, 2017

SUBJECT: Consideration of Request for Interim Appointment to Cadastral Mapping Specialist - Kristina Jefferies

EXECUTIVE SUMMARY:

I am requesting the Board of Supervisors approve Kristina Jefferies be appointed for an interim appointment to the position of Cadastral Mapping Specialist, even though Kristina does not meet the minimum requirements of the position. The current Cadastral Mapping Spec. was vacated 12/29/16. Kristina brings the stated below qualifications.

The Cadastral Mapping Spec. position is crucial for the local economy as well as the required functions of the office.

Kristina Jefferies' Qualifications:

Relevant Experience

- 1.5 + years working in the County of Lake Assessor's Office as a Deputy Assessor-Recorder has provided a detailed knowledge of the purpose and function of the Assessor's Office. Most notable, working transfers that involves handling legal descriptions and legal documents.

- 20 years working with the public at various companies. Cadastral works with the public helping resolve their concerns regarding their property.

Relevant Knowledge as it pertains to Cadastral Mapping Specialist

- Kristina has a good understanding of the organization within the Assessor's office. She also possesses an intimate knowledge of how a document is recorded and to the effects on the ownership of the property. This includes exposure to legal description of the property in the course of her work. Cadastral Mapping Spec. interacts intimately in the same capacity.
- Kristina dedicates 50% of her time researching how the title is held on property, checking the accuracy of the legal descriptions and transferring the legal title of the property any pertinent information regarding title in the Megabyte property tax program. The Cadastral Mapping Spec. understands, interacts and applies legal descriptions in the Megabyte System.
- Kristina currently works in the Assessor's Office where use of office machines, technology, office skills are part of the daily routine. This is given to say, Kristina works with Megabyte, Hal-File Systems, Microsoft Office, 10 Key by touch, Types 60 WPM, and uses Parcel Quest. Kristina also works with the public in a sometimes challenging environment and shows skill and etiquette to handle these interactions with tact. Cadastral Mapping Spec. utilizes programs Kristina works with in her current position.
- Kristina has extensive understanding of methods, practices and terminology of the Assessor's office handling title searches, legal ownership and transfer of title, easements, combination and segregation of parcels. Cadastral Mapping Spec. uses and needs the knowledge that Kristina possesses and continues to gain with enthusiastic drive and work ethic.
- Kristina is able to work well under pressure and meet necessary deadlines that are critical for the preparation of closing the tax roll. The ability to work well under pressure is an essential skill for the Cadastral Mapping Spec.
- Kristina has a very pleasant disposition and works well with whomever she encounters including colleagues, supervisors and customers. When dealing with others she always displays a professional demeanor. These characteristic are essential for the Cadastral Mapping Spec

Thank you for your consideration of this request

FISCAL IMPACT: __ None __ Budgeted __ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

STAFFING IMPACT (if applicable):

RECOMMENDED ACTION:

Appoint Kristina Jefferies as Interim Cadastral Mapping Specialist.