



CLASS SPECIFICATION

Class Title: Cadastral Mapper III
Department: Recorder
FLSA: Non-exempt

Class Code: 2261
Grade: 18
Eff. Date: 01/20/2000
Revised: 02/03/2021

GENERAL PURPOSE

Under the general supervision of an administrative superior, performs technical drafting work developing and updating ownership maps, property descriptions, base maps, zoning maps, land use maps, and drawings.

EXAMPLE OF DUTIES

Creates new ownership maps and section maps using a combination of methods that include computer graphics, manual drawings and cut/paste.

Prepares and checks ownership maps and property descriptions from deed descriptions; prepares property descriptions, draws lines delineating new boundaries.

Splits and combines parcels as required by submitted deeds calculating closure, acreage, and dimensions of property lines. Assigns parcel serial numbers to processed documents for taxation identification purposes; interprets deeds and writes remaining legal descriptions; drafts new and updates old subdivision plats; redrafts old townsite and quarter section plats using traditional and computer-assisted drafting (CAD) methods; performs abstract and title searches.

Checks subdivision linens submitted by cities prior to recording, and places newly recorded subdivisions into the record and onto the graphic map and hard copy plats.

Maintains diverse information layers on the plats and automated map from recorded documents and other sources.

Assists the public, other employees and departments with basic problems relating to legal descriptions, acreage, parcel boundaries, chain of title, etc.

Enters data into a computerized plat database using CAD programs.

Uses blue-ray type machinery to reproduce copies of maps and plans from originals for public and office use; orders print machine and drafting supplies.

Receives telephone and personal callers handling any questions or matters of a technical nature and directing others to the appropriate staff member.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:



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Eighteen months of full-time experience as a Cadastral Mapper II in the Davis County Recorder's Office.

2. Special Qualifications:

Must possess a Cadastral Mapper Certification from the Utah Association of County Recorders.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: metes and bounds (bearing and distance) legal descriptions, area calculation, drafting procedures and equipment, the care and use of drafting art work and reproduction instruments and equipment, advanced algebra, geometry, and trigonometry, current CAD programs (GeoMedia, Microstation, Arc-Info, and/or AutoCad for Windows), manual drafting. Thorough knowledge of processes and procedures in use for land mapping and document processing in the Davis County Recorder's Office. Some knowledge of land ownership and division practices.

Ability to: Create ownership maps and section maps using computer graphics and manual drawings, plat ownership maps from property descriptions, make mathematical computations rapidly and accurately, prepare base maps of cities and counties, follow written and oral instructions, communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	02/03/2021
Department Approval:	Richard Maughan
Classification Approval:	Marina Brito