

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: MAPPING COORDINATOR
DEPARTMENT: ASSESSOR/CLERK/RECORDER
REPORTS TO: ASSISTANT ASSESSOR

CLASS CODE: 13336
FLSA STATUS: N
DATE: 8/2005

JOB SUMMARY:

Under general supervision, performs a variety of complex technical functions, including: reviewing recorded documents, legal descriptions, and maps, to determine their effect on property boundaries, title, and taxability; creating, revising and updating parcel maps drawings, tracings, and title sheets, using limited mechanical and extensive Computer Aided Drafting (AutoCAD) skills; investigating problems with mapping system; answering questions from various parties related to maps; and writing legal descriptions.

DISTINGUISHING CHARACTERISTICS:

This single position job class is distinguished from other classifications within the Assessor's Office in that this position is responsible for ensuring assessor's maps are accurate and up to date through the utilization of Computer Aided Drafting. The Mapping Coordinator position may perform some duties that are similar to that of the Property Tax Technician, Assessment Information Supervisor, and Appraisers: however, the Mapping Coordinator is the only classification in the Assessor's Office, which requires knowledge and skill in Geographic Information Systems (GIS) programs to perform the essential duties. The Cartographer/Planner utilizes GIS for mapping duties, but is distinguished from the Mapping Coordinator by the latter's responsibility to perform complex, technical duties related to the planning and building needs of the County.

SUPERVISION EXERCISED:

The Mapping Coordinator exercises no supervision, but may provide training to other staff. This position reports to the Assistant Assessor.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Utilizes Computer Aided Drafting to delineate base maps, detailed site plans, zoning and graphic studies in support of the Assessor's Office; processes parcel maps, including: creating, revising and updating maps using various software, which may include AutoCAD, Arc Map, Parcel Quest, ASR 400 and Cris+Plus; assigning new parcel numbers; calculating acreage and area; and revising maps annually to show new tax rates; produces maps which are incorporated into a large master file for presentation to and utilization by other County departments, official agencies and the public.

Maintains mapping system data and investigates and resolves mapping system problems; maintains control of data by proofing documents, making and requesting systems changes and jobs, and ordering, mailing and distributing computer tapes, printouts and labels.

Maintains filing systems, which includes digital filing system containing updated maps and Mylar files used for providing map copies to the public.

Processes Deeds, verifying legal descriptions are correct; may write legal descriptions of property, examining map information to ensure accuracy; pulls map books, compares and confirms current assessor record and makes required changes.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax; answers various inquiries from employees, the general public, and other organizations and agencies; explains policies and procedures and arranges appointments; photocopies maps, reports, deeds, memos, and other various documents for requesting parties; processes routine and non-routine matters independently.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Reports administrative and/or operational problems to supervisor.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Window Operating System
Geographic Information Systems Software
CD Burner

General Office Equipment
Printer
Copy Machine
Scanner

Drafting Machine
Drafting Instruments
Fountain Pens
Lettering Stencils

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and

Recent coursework in Drafting, Architecture, Mapping, Civil Engineering, Cartography, Geography, or GIS; and,

Two to three years of progressively responsible experience performing mapping functions such as, drafting maps and using mapping data systems: or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All computer applications and hardware related to performance of the essential functions of the job, which includes AutoCAD and Arc Map.

Algebra, geometry and trigonometry as related to mapping functions.

Land surveying, principles and practices of cartography and engineering drafting.

Appraisal terminology.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as Internal departmental policies and procedures.

Basic knowledge of surveying methods, jargon, and aerial photo interpretation.

Skill in:

Utilizing computer aided drafting techniques and a variety of drafting instruments and equipment.

Reading, understanding and developing legal descriptions and a working knowledge of the Public Land Survey System.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, paging systems, and drafting machines, equipment and systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as Deeds, legal descriptions, safety rules, operation and maintenance instructions, and procedure manuals.

Ability to create and modify maps using a variety of GIS software.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to learn and follow the standards, procedures and policies of the County Assessor's Office.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Ability to lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.