



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Cartographer/GIS Technician
Department: Assessor
FLSA Status: Non-Exempt
Job Code: 1046
WC Code: 8810
Effective Date: September 1, 2003
Last Revised: December 1, 2008
Pay Grade: A15
Union: AFSCME

SUMMARY

Develop and maintain the County cadastral and GIS mapping system. Apply cartographic principles and practices to maintain records and cadastral & GIS maps. Aid the Assessor's Office in the identification, location, inventory and mapping of land for assessment and valuation of property. Prepare a variety of cartographic maps; solve problems requiring knowledge of the subject matter of surveying, mapping and legal ownership. Perform all types of cartographic projects from basic preparation of partitions, segregations and consolidations to more complex projects requiring research and resolution of ownership, boundary and taxing district issues. Involvement with the County geographic information system (GIS) program. Work is performed under the general direction of the Chief Administrative Supervisor. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is spot-checked to assure acceptable performance and supervisor is available to assist with new or unusual assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

EXAMPLES OF PRINCIPAL DUTIES

1. Plot annexations, formations, mergers, consolidations and withdrawals of taxing districts on code, cadastral, and GIS maps; record changes on maps, tax lot records and assessment rolls; prepare new boundary maps for new districts.
2. Prepare segregation, consolidations and partitions of property by plotting new boundaries on map, computing acreage of new parcel, assign new tax lot and account number and prepare maps for map books.

3. Construct complex maps such as base control maps, cadastral paper and GIS maps and specialized maps from beginning to finalization; revise maps to conform to official government land surveys, highway maps, BLM public land surveys and new aerial photos.
4. Receive and review deed records and other instruments indicating ownership changes of property and change to the assessment roll and other pertinent records.
5. Review subdivision and condominiums for conformity to statutes and revise maps and assessment roll to reflect new subdivisions or condominiums.
6. Assist the county GIS program by performing research; input and update basemaps, plot, compare to existing maps and analyze difference.
7. Perform extensive title searches to determine ownership of properties; review ownership boundary, taxing district, tax code area issues; interprets legal descriptions.
8. Assist other departments, agencies and the public with property questions or complaints regarding cadastral and GIS maps and records.
9. Prepare and maintain records, reports and statistical data.
10. Maintain those portions of the GIS database which are the responsibility of the Assessor. Work with the county GIS department and the Department of Revenue (through ORMAP) to protect the integrity of the GIS application for the Assessor and other users of the GIS system.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of cartographic principles, practices and techniques involved in the preparation of appraisal maps. Knowledge of mathematics including algebra, geometry and trigonometry; basic knowledge of surveying and engineering principles and practices; considerable knowledge of legal property descriptions, deed records, survey files and other documents pertaining to boundary and ownership of property; reasonable knowledge of the Oregon Administrative Rules as applied to preparation of cadastral maps. Work is performed within department policy and procedures; state and county statutes, rules and regulations; Manual of Cadastral Map Standards, Concepts and Cartographic Procedures; various state and technical manuals. Ability to use computerized mapping programs, calculator, automated equipment and systems; drafting instruments, and blue print machine.

EDUCATION AND EXPERIENCE

Associate's degree in cartography, land surveying, engineering technology or related field and two years cartographic experience in an Assessor's Office OR a satisfactory equivalent combination of education, experience and training.

JOB IMPACT

Consequences of error could include litigation, incorrect assessments, value notices, and tax bills resulting in a loss of credibility.

JOB CONTACTS

Contacts are with other departmental employees, title companies, state agencies, City and County departments and the general public to give and exchange information

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, professionals, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Using computerized mapping programs, calculator, automated equipment and systems; drafting instruments, and blue print machine, other job-related equipment; writing clear and concise records, reports and statistical data. Communicate effectively in both oral and written forms; understand and interpret deeds and legal property descriptions; conduct records searches; work independently and manage time efficiently; make decisions independently in accordance with established policies and procedures and use initiative and judgment in completing tasks and responsibilities; utilize problem identification and resolution techniques; courteously meet and deal effectively with other employees, professionals, title companies, courts, other agency representatives, real estate agents, utility companies and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in an office environment. The position is impacted by urgent time deadlines; quota pressure; uncontrollable interruptions and distractions; and the need to constantly shift attention before tasks are complete.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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 REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Aerial Photographs, Maps
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversation
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>