

COUNTY OF SOLANO
CADASTRAL MAPPING TECHNICIAN I

Rev. 12/06

DEFINITION

Learns to review recorded documents, legal descriptions, proposals, and maps to determine their effect on property boundaries, title, and taxability; creates, maintains, and updates Assessor's maps and map records using computer aided drafting (CAD) skills; resolves conflicts and problems with property boundaries and title.

CLASS CHARACTERISTICS

Mapping Technician I is the entry level in this series. Incumbents learn to accurately read and interpret written property descriptions on parcel maps employing computer aided drafting techniques. This class is distinguished from the Cadastral Mapping Technician II by the latter's ability to perform these duties at journey level without immediate supervision.

This class may be used to underfill positions allocated to other classes in the series for training, budgetary or staffing purposes; as proficiency is gained, the incumbent can be promoted to the journey level of Cadastral Mapping Technician II. This position is flexibly staffed to the Drafting Technician II. Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Cadastral Mapping Technician II within 18 months of appointment.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a supervisory level position.

Exercises no supervision.

EXAMPLES OF DUTIES *–Duties may include but are not limited to the following:*

Learns to create, maintain, and updates Assessor's maps and mapping records using computer aided drafting techniques and procedures.

Learns to interpret legal descriptions on recorded documents, resolutions, parcel, subdivision, highway and survey maps, and translates legal descriptions into precise scale drawings of property; determines accurate closure and plotting of legal descriptions; interpolates between new maps and old maps to position changes accurately.

Learns to provide technical assistance to engineers, land surveyors, title companies, and the public in areas related to legal descriptions, title problems, map interpretations, and other related

Assessor's records inquiries; verifies current ownership of property.

Analyzes and draws conclusions regarding problems/discrepancies as it affects the County tax roll; identifies or verifies the parcels transferred by more difficult property descriptions and interprets more complex recorded documents for other staff.

Updates and completes appropriate records, reports, change sheets, notifications, and other documents following designated procedures.

Maintains proficiency in the use of software and hardware used by the department.

Performs difficult mathematical calculations.

Learns to review, approve, compose, and when necessary creates new legal documents used by various county departments, such as those for tax defaulted properties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Working knowledge of techniques, principles, practices, and equipment used in creating or plotting property boundaries as employed in surveying and/or civil drafting fields, maintaining and updating Assessor's maps and mapping records.

Local and state laws governing the use and application of subdivision and survey maps.

Legal property descriptions and records.

Related real estate and property tax laws, title policies and procedures.

Basic computer aided drafting software.

CAD drafting techniques and principles.

Surveying principles, geometry and trigonometry.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Apply sound drafting knowledge and skills utilizing CAD software to accurately create, update and maintain Assessor's maps and mapping records.

Learn to interpret title and property laws and records.

Understand legal property descriptions, maps, drawings, and records.

Perform arithmetic, geometric, and trigonometric calculations.

Learn to identify and resolve irregularities, ambiguities, and problems encountered while producing accurate maps and records.

Communicate effectively both orally and in writing with surveyors, engineers, representatives of other agencies, and the public.

Follow oral, written, and diagrammatic instructions.

Establish and maintain effective working relationships with county staff, management, state employees, and the general public.

EXPERIENCE AND EDUCATION/TRAINING

1. One year of experience related to surveying, civil engineering, cartography or property title. This experience would include the use of boundary information/descriptions in the production of accurate, scaled maps using computer aided drafting (CAD) software; AUTOCAD software preferred.

OR

2. 21 semester or 31.5 quarter units from an accredited college, university or trade school in drafting, surveying, engineering, mathematics or related field; 12 units must be in drafting technology or related coursework which includes completed courses in CAD drafting (AUTOCAD).

OR

3. Any combination of the above, which would demonstrate possession of the requisite skills and abilities for this job class. This combination must include completed coursework in CAD drafting using AUTOCAD software.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license may be required.

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.



Donald W. Turko
Director of Human Resources

Est. Date: April 2001
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CSC Date: December 13, 2006