

COUNTY OF SOLANO

CADASTRAL MAPPING TECHNICIAN III

DEFINITION

Reviews 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 and/or Geographic Information Systems (GIS); resolves conflicts and problems with property boundaries and title.

CLASS CHARACTERISTICS

Cadastral Mapping Technician III is the advanced journey level in this series. Incumbents are responsible for performing and/or leading a variety of complex engineering, mapping/drafting tasks related to computer aided drafting with minimal direction/supervision. This class is characterized by the responsibility to plan, prioritize and perform specialized technical tasks in support of Mapping Services programs. This class is distinguished from the Cadastral Drafting Technician (Supervising) by the latter's responsibility for overall directing, organizing and monitoring of Mapping Services staff, programs, contracts, revenue and work progress.

This class may be used to under fill positions allocated to other classes in the series for training, budgetary or staffing purposes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a supervisory level position.

Provides technical assistance to lower or newly hired staff.

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

Examines recorded documents and unrecorded surveys and proposals related to property transactions, annexations and detachments; revises parcel maps and/or draws new maps to accurately reflect property descriptions and to record pertinent information such as street names or numbers, easements, jurisdictional boundaries, spheres of influence and tax codes; maintains office files and transaction records; contacts title companies, property owners and other agencies to rectify problems with title and/or property descriptions.

Verifies and approves final maps and lot line adjustments prior to their recording;

compiles assessment information and creates files for tax bond processing on parcels of land for taxes not yet payable.

Interprets legal descriptions on recorded documents, resolutions, preliminary and final maps, and translates pertinent information into precise scale drawings identifying property and taxable ownership boundaries; determines accurate closure and plotting of legal descriptions; interpolates between new maps and old maps to position changes accurately with adjoining parcels.

Provides technical assistance to engineers, land surveyors, title companies, and the public in areas related to legal descriptions, title problems, map interpretations, and other related map and Assessor's records inquiries; verifies current ownership of property; reviews and processes requests for property tax postponements.

Identifies or verifies the parcels transferred by more difficult property descriptions and interprets more complex recorded documents for other staff; analyzes and interprets effects of various types of documents related to title and mapping requirements, including resolutions, easements and possessory interests.

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.

Processes State Board of Equalization's Taxing agencies jurisdictional boundary changes including analyzing and verifying Tax Rate Area audit findings.

Coordinates and maintains records for computerized disk exchange program with business and agencies requesting service from the department.

Archives, catalogs and protects all original maps legally filed as Subdivision, Parcel, Highway, Special Assessment and Record of Surveys as mandated by government code. Assists Engineer's, Surveyor's, Title Companies, other public/private agencies and the general public with finding, identifying and obtaining printed copies of these maps.

Collects, receives and/or deposits revenues collected for program services rendered in support of Mapping Services operations.

Works in a satellite capacity to train the staff and implement the Solano County Electronic Mapping program in other Counties; provides follow-up consultation as needed.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends

training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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.

Real estate and property tax laws, title policies and procedures.

Computer aided drafting software (AUTOCAD, ESRI, INTERGRAPH).

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.

Interpret title and property laws and records.

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

Perform arithmetic, geometric, and trigonometric calculations.

Identify and resolve irregularities, ambiguities, and problems encountered while producing accurate maps and record.

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

Experience:

Three (3) years experience in the surveying, civil drafting or cartography fields directly related to interpreting legal property descriptions, and drawing accurate scale maps using drafting and computer aided drafting software (AUTOCAD, ESRI, INTERGRAPH).

Education/Training:

Completion of 30 semester or 45 quarter units of academic coursework from an accredited college or university in civil drafting, surveying, trigonometry, geometry, and computer aided design/drawing.

OR

Certificate/diploma of completion of a beginning to intermediate level either in an AUTOCAD or GIS Course Program from an accredited technical school or program.

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 limited risk of minor injury or illness.



Director of Human Resources

Established Date: April 2001
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