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## Job Posting

Position title: Mapping Clerk

Classification: Non-Exempt

General Position Description:

Performs complex mapping duties, including abstracting, drawing tract maps from metes and bounds descriptions, establishing new subdivision records as they are filed, designating accounts for newly annexed or de-annexed property bought, sold, or otherwise transferred in deed records, organizing and maintaining map files.

Qualifications:

1. Must be a high school graduate or equivalent. Preferably a person with an associate degree in drafting or related field. Extensive experience in drafting, abstracting, surveying or related work may be substituted for education requirement.
2. Must have a minimum of five (5) years of mapping, surveying, and or deed processing experience.
3. Must be able to operate a variety of office equipment including a personal computer, blueprint machine, calculator, and engineering scale.
4. Must have ability to read and map varying types of complex legal descriptions.
5. Experience with GIS software preferred.
6. Must have knowledge of state property tax code and other rules, regulations and guidelines that affect appraisal district and tax offices.
7. Must possess good customer service skills and be willing the communicate with county clerk and tax office staff, taxpayers, and other users of appraisal district resources.
8. Experience in PACS Cama software, ESRI, and Pictometry EagleView preferred.

Reports to:

Administrative Supervisor, Deputy Chief Appraiser and Chief Appraiser

Job goals:

Ensure the accurate and timely completion in the map records of all ownership changes, split outs, new subdivisions, changes in taxing unit boundaries, and create and maintain maps on all property under the jurisdiction of the district. Strive to improve professional and technical skills.

Performance responsibilities:

1. Provide service and information to property owners, taxing units and others at the lowest possible cost to the district.

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2. Perform complicated GIS work by researching assigned accounts.
3. Provide leadership which will enhance the integrity, credibility, and quality of the appraisal roll.
4. Maintain effective communications with the mapping supervisor and other departments concerning the mapping department, property owners, and taxing units.
5. Assist the mapping supervisor in reviewing performance measures and other data to assess department's present systems.
6. Assist taxpayers, taxing unit personnel and others with locating property and other mapping related problems or inquiries.
7. Answer correspondence related to area of assignment.
8. Reproduce blueline or xerox copies of maps for the public.
9. Strive to procure and maintain maps, surveys, aerial photographs, etc. That will benefit or improve the district's mapping system.
10. Assists the public with questions, completing forms, assists with mapping and other customer service functions.
11. Assist mapping supervisor in filling Public Information Act requests.
12. Must work well under high stress, be able to assist customer service department by answering phones when needed and conduct one on one meetings with taxpayers.
13. Perform other duties and responsibilities as assigned.