



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Cartographer</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Assessor</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>04/2016</u>
<b>DEPARTMENT:</b> <u>Assessment</u>	<b>JOB CODE:</b> <u>300</u>	

### **SUMMARY:**

Under general supervision, maintains the maps for the assessment and inventory of real property in Boone County; updates ownership on straight transfers and enters data for new parcels into the assessment administration system.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Updates the work maps for the County using deeds, subdivision plats, surveys and related information; makes maps inks all changes that have been done onto mylar overlays and copies maps for customers; utilizes GIS programs to enter data, make changes and make maps; prepares maps for customers displaying layers of detail requested.

Interacts regularly with the public; answers questions for customers in person and on the phone; files deeds, subdivision plats, and surveys.

Maintains and updates real estate records; enters data to record new parcels and new subdivisions; updates names and addresses in files; coordinates changes with appraisers.

Helps personal property and real estate appraisers with customer requests and phone calls as needed.

Performs all other duties as assigned

### **KNOWLEDGE AND SKILL:**

1. Knowledge of computers and relevant hardware and software applications.
2. Knowledge of mapping methods, techniques and practices.
3. Knowledge of drafting and plat review methods and practices

4. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, businesses, government entities, and the public.
5. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
6. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
7. Ability to work independently and follow instructions.
8. Ability to maintain a high level of accuracy and attention to detail.
9. Skill in the use of drafting software in the development and maintenance of maps.
10. Skill in reviewing public documents, records, legal descriptions, plat and subdivision plans and blueprints.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**MINIMUM QUALIFICATIONS:**

An Associate's degree in Engineering, Surveying, CAD or a related field and three years experience in construction, engineering, CAD or surveying.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*