



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Senior Cartographer</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Assessor</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>08/2021</u> |
| DEPARTMENT: <u>Assessment</u> | JOB CODE: <u>300</u> | |

SUMMARY:

Under general supervision, is responsible for updating the digital parcel maps for the inventory of real property in Boone County utilizing ESRI GIS software. Updates ownership and mailing address information in the Assessment Administration (AA) database using deeds and other documents received from the Recorder of Deeds Office.

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.*

Maintain and update the digital parcel maps used for the assessment and inventory of real property by using deeds, plats, surveys, and other documents received from the Recorder of Deeds Office.

Continuously update information in the Assessment Administration (AA) database for all the real property records.

Create and print high quality customized maps utilizing ESRI GIS software to perform analysis and support various internal mapping projects.

Prepare maps and data records in response to external customer service mapping and data request.

Maintain and process payment records for external mapping and data request.

Research public records in the Recorder of Deeds Office to resolve any conflict of ownership or property boundaries.

Update all the layers for the Boone County Plat Book on an annual basis.

Perform all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Extensive knowledge of county and state laws and regulations governing both real and personal property.
2. Extensive knowledge of Boone County policies and procedures.
3. Extensive knowledge of legal descriptions and how they affect the transfer of real property.
4. Extensive knowledge of Geographic Information System (GIS) applications, supporting systems, and databases.
5. Skill in research, writing, and communication in order to resolve conflict, convey complex information, and advance the work of the Assessor's Office
6. Skill in the use of personal computers and software specifically used for the Assessor's office.
7. Skill in analysis, problem solving, and mathematics.
8. Skill in working with and applying mathematical concepts such as percentages, ratios, and proportions to practical situations.
9. Skill in developing and maintaining cooperative working relationships with other county departments.
10. Ability to work independently and use good judgement.
11. Ability to multi-task with frequent interruption, prioritize work assignments, and resolve problems while maintaining excellent customer service.
12. Skill in presenting information and responding to questions from the public.

PHYSICAL DEMANDS:

Most of the 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; Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at the waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing 20-35 lbs. from below the waist to above the shoulders and transporting distances up to 50 feet. Occasional squatting, kneeling, reaching above and at shoulder height.

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, large format printers and scanners, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

An Associate's degree in Engineering, Surveying, CAD or related field; or equivalent combination of experience and education (typically five years). The ability to obtain PMM

designation within one year of employment. Must have excellent communication and customer service skills as well as a strong ability to work independently and meet deadlines.

PREFERRED QUALIFICATIONS:

Professional Missouri Mapper (PMM) designation.

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.