



Administrative Cadastral Analyst

Job Description

Department: Recorder
Position: Career Service
Grade: 725
Supervisory: Lead
Reports to: GIS Cadastral Supervisor

Summary

Under general guidance and direction of the GIS Cadastral Supervisor, performs advanced cadastral mapping work and functions as liaison between multiple departments. Performs the most complex duties within the assigned function and provides assistance to GIS Cadastral Technicians and Analysts. Incumbents in this classification are responsible for leading and training others in duties related to the County parcel layer.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as liaison between Assessor, Treasurer, and Recorder offices; provide detailed and technically complex information accurately and effectively to industry professionals and associated County offices.
2. Ensure accuracy of records and maps; identify the intent of documents, subject properties, and current ownership through careful analysis of legal descriptions, property searches, and abstracts of County records, including advanced calculations, basis of bearing, and closing traverses.
3. Analyze description and ownership issues related to Greenbelt to resolve conflicts within the data prior to Board of Equalization (BOE) meetings; attend BOE meetings.
4. Create, maintain, and revise official parcel maps and indexes; ensure accurate representation of parcel ownership and addresses for taxing purposes; utilize coordinate geometry and other methods, as needed.
5. Review subdivision, condominium, and other development plats for precision, format, property title, adherence to recording standards, and compliance with State Code; receive, direct, and resolve complaints, as needed.
6. Function as a lead worker; train division personnel in technical mapping skills and respond to questions as to the validity of documents; follow up appropriately with supervisor, identifying areas for improvement.

For Office Use Only

Job Code: 3063
Job Title: Administrative Cadastral Analyst
FLSA: Non-Exempt
Effective Date: 10/13/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

7. Discover and analyze discrepancies in title, erroneous and incomplete legal descriptions and maps, and documentary defects through title history and legal description research.
8. Create and maintain the parcel abstract index used by County employees, title agents and associated industry professionals, and the general public; assign parcel identification numbers and identify the tax district according to jurisdictional boundaries; verify current ownership of property.
9. Perform special functions, as assigned.

Knowledge, Skills, and Abilities

- Considerable knowledge of state laws governing recording, indexing, and mapping of legal documents
- Knowledge of legal land description principles
- Knowledge of laws and regulations regarding property boundaries
- Knowledge of Assessor, Recorder, and Treasurer office principles, methods, and processes
- Knowledge of coordinate geometry (COGO) applications and applied trigonometry
- Knowledge of Geographic Information Systems (GIS) technology and its application to cadastral mapping
- Knowledge of real estate and title law as applied to the Recorder's Office
- Knowledge of abstracting techniques
- Skilled in investigating and determining property ownership and legal boundaries
- Skilled in reading and interpreting related technical and legal documents
- Skilled in conducting title searches and technical evaluations
- Skilled in solving problems and making decisions within parameters
- Skilled in analyzing subdivision, condominium, annexation, and other development plats
- Ability to read and locate property according to a legal description
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to exercise independent judgment to carry out assignments and operations
- Ability to defuse and deescalate challenging, demanding, or hostile situations
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities
- Ability to communicate technical and complex information effectively
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to maintain confidentiality
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment and requires incumbent to perform duties in the office. This position requires frequent contact with the public, including face-to face interaction and coordination of work with other employees, clients, or customers, and/or immediate access to documents or other information located only in the workplace. Incumbent may be exposed to high-stress situations, or uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. Typical work hours are 8:00 am to 5:00 pm Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in GIS, geography, civil engineering, or a related field.
2. Five (5) years of related experience, including three (3) years as a GIS Cadastral Analyst I level or higher in the Utah County Recorder's Office.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Selected applicants must possess or obtain a Cadastral Mapping Certificate from the Utah Association of County Recorders during the first year in the position. The time requirement may be adjusted based on the Recorders Association schedule of offered classes.

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2. Applicants must have successfully passed the Utah County Advanced Cadastral Mapping test within the probationary period for new hires or trial period for promoted County employees.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a preemployment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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