



# GIS Cadastral Supervisor

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Associate County Recorder

### Summary

Under general guidance and direction of the Associate County Recorder, supervises and trains assigned staff in a broad array of mapping and recording work. Incumbent is responsible for current representation of land parcels in Utah County and performs higher level mapping duties. Incumbent performs a variety of administrative duties and fields complex questions.

### Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings, as needed.
2. Identify, evaluate, and resolve personnel concerns.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
4. Evaluate performance and conduct performance appraisals.
5. Train and supervise division personnel in technical mapping skills and utilization of Geographic Information Systems (GIS) software; respond to questions regarding validity of documents; evaluate processes and recommend improvements.
6. 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; update records to reflect current changes in ownership and property boundaries.
7. Analyze, evaluate, and interpret legal records pertaining to land ownership from a variety of sources.
8. Provide legal descriptions of properties to County Assessor for tax assessment purposes.
9. Review subdivision, condominium, and other development plats for precision, format, property title, adherence to recording standards, and compliance with state code.
10. Analyze potential boundary issues using GIS tools and functions; conduct title history and legal description research, as needed.

### For Office Use Only

Job Code: 3064  
Job Title: GIS Cadastral Supervisor  
FLSA: Non-Exempt  
Effective Date: 10/13/2023  
Public Safety: No

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

11. Maintain existing GIS database layers using the State Plane Coordinate System; create, assign, and identify parcel numbers and tax districts according to jurisdictional boundaries.
12. Apply coordinate geometry principles and perform advanced calculations using GIS tools to accurately enter data in the County GIS database layers.
13. Construct new boundaries in GIS database layers; create new code files/database records with all necessary information; verify accuracy of data, as needed.
14. Create tax descriptions for parcel splits, remainder parcels, and tax delinquent properties; utilize coordinate geometry and survey principles, as needed.
15. Ensure accuracy, integrity, and timeliness of recorded data in GIS database layers.
16. Function as liaison between the department and cities, surveyors, attorneys, engineers, title companies, industry professionals, and the general public; coordinate recording of development plats and documents; provide detailed, technical, and informational assistance to resolve issues with plats, documents, and historical records.
17. Perform technical duties of the Recorder's Office pursuant to the policies and procedures of Utah County to endure the validity of the May Tax Sale; analyze, evaluate, and review properties, as needed.

#### **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 geospatial database management and applications to cadastral mapping
- Knowledge of abstracting techniques
- Knowledge of the public land survey system and the state plane coordinate system
- Skilled in supervisory techniques
- Skilled in investigating and determining property ownership and legal boundaries
- Skilled in reading and interpreting related technical and legal documents
- Skilled in advanced math principles, including geometric concepts
- Skilled in utilizing ArcGIS Desktop
- Skilled in analyzing subdivision, condominium, annexation, and other development plats
- Skilled in engineering and drafting using both traditional and computerized equipment
- Skilled in working with a variety of maps including State Plane Coordinate, GLO Survey Maps, and aerial photography
- Ability to communicate technical and complex information effectively
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to defuse and deescalate challenging, demanding, or hostile situations
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities
- Ability to exercise independent judgment to carry out assignments and operations

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### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **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 and ability to adjust focus. The employee is required to type, file, and lift or move 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. Expected work hours are 8 am to 5 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 work experience in a closely related field, experience using ArcMap software.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.

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**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.
2. Applicants must have successfully passed the Utah County Advanced Cadastral Mapping test within the probationary period for new hires or trial period for current 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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