



GIS Cadastral Technician

Job Description

Department: Recorder
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Cadastral Mapping Supervisor

Summary

Under close supervision of the Cadastral Mapping Supervisor, performs technical and analytical work in creating, maintaining, and updating land ownership records, the abstract of said records, and the parcel layer of Utah County's Geographic Information Systems (GIS) database. Incumbents perform duties at an entry or training level or routine tasks that are less complex than those performed at the full performance level.

Essential Functions

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

1. Assist with ensuring 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.
2. Assist with ensuring compliance with recording standards and Utah State Code; verify document format and content.
3. 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.
4. Review subdivision, condominium, and other development plats for precision, format, property title, adherence to recording standards, and compliance with Utah state code.
5. Analyze potential boundary issues using GIS tools and functions; conduct title history and legal description research, as needed.
6. Maintain existing GIS database layers using the State Plane Coordinate System; create, assign, and identify parcel numbers and tax district according to jurisdictional boundaries.
7. Prepare reports of plat reviews with parcel boundaries, property ownership, title conflicts, closure issues, and engineering errors; prepare supporting maps, documents, and other materials.

For Office Use Only

Job Code: 3050
Job Title: GIS Cadastral Technician
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

8. Apply coordinate geometry principles and perform advanced calculations using GIS tools to accurately enter data in the County GIS database layers.
9. Construct new boundaries in GIS database layers, create new code files/database records with all necessary information, and confirm accuracy.
10. Create tax descriptions for parcel splits, remainder parcels, and tax delinquent properties; utilize coordinate geometry and survey principles, as needed.
11. Review recorded data to improve the accuracy, integrity, and timeliness of the GIS database layers supporting the tax assessment system used by the County.
12. Assist as a technical liaison with cities, surveyors, attorneys, and engineers to communicate, follow up, and resolve issues with plats, documents, and historical records.
13. Coordinate the recording of development plats and documents with cities, title companies, land developers, and office staff.
14. Analyze, evaluate, and review properties for Utah County May tax sale under supervision.
15. Author Recorder Notices, perform special functions and help achieve team goals.
16. Clarify and resolve issues and concerns from the public, industry professionals, and other departments; prepare and mail Courtesy Notices for erroneous documents; flag documents in the county records; provide follow up and prompt assistance, as needed.

Knowledge, Skills, and Abilities

- Knowledge of state laws governing, recording, indexing and mapping of legal documents
- Knowledge of legal land description principles and interpretation of documents
- Knowledge of laws and regulations regarding property boundaries
- Knowledge of geospatial database management and applications
- Knowledge of the public land survey system and the state plane coordinate system
- Knowledge of advanced math principles including geometric concepts
- Skilled in investigating and determining property ownership and legal boundaries
- Skilled in reading technical and legal documents
- Skilled in conducting title searches and technical evaluations
- Skilled in analyzing subdivision, condominium, annexation, and other development plats
- 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 carry out assignments and operations under supervision

Supervisory Responsibility

This position has no direct supervisory responsibility.

For Office Use Only

Job Code: 3050

Job Title: GIS Cadastral Technician

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

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 twenty (20) 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 a.m. to 5:00 p.m. 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. Associate degree or equivalent.
2. One (1) year of work experience in a closely related field.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with an associate degree in GIS, geography, civil engineering, or a related field.
2. Preference may be given to applicants with work experience closely related to land title, engineering, surveying, cartography, or GIS.

For Office Use Only

Job Code: 3050

Job Title: GIS Cadastral Technician

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

Additional Eligibility Qualifications

1. Selected applicants must 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 possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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 _____

For Office Use Only

Job Code: 3050
 Job Title: GIS Cadastral Technician
 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