Position Title: Assessor’s GIS Cartographer

Reports to: Assessor

FLSA Status: Nonexempt

SAN JUAN COUNTY

POSITION DESCRIPTION

BASIC FUNCTION: Maintains accurate representation of changing land parcel data using a computerized geographic information system (GIS). Responsible for maintaining Taxmap coverage and property ownership records used by the Assessor’s Office, pursuant to RCW 84.40.160. Also maintains the GIS base map Parcels of Record coverage and property ownership records used by other departments such as Planning, Permitting and Health. Develops GIS data and products for the Assessor’s Office, which may be utilized by other County departments and the public. Work is performed independently under the general supervision of the County Assessor with unusual problems being referred to the Assessor for concurrence or resolution. Work is reviewed through consultation, observation and based on results achieved for quality, accuracy and the accomplishment of goals.

MINIMUM QUALIFICATIONS: Bachelors degree with two years work experience in related field, and two years work experience in GIS, OR any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Requires technical knowledge and experience of one or more GIS applications with the ability to produce high quality cartographic output, perform spatial analysis, and edit spatial data in a multi-user environment. Must be able to communicate effectively and provide guidance to clerical support persons.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Reviews all documents recorded in the Auditor’s Office and researches those documents affecting ownership, property boundaries or possible changes in assessed value in order to update the Assessor’s property records. Checks conveyances for possible land division violations. Investigates chain of title with attention to real estate law including probate, trusts and civil actions to ensure accurate ownership records.

*2. Searches the public record to determine Parcels of Record as defined by the County’s Unified Development Code.

*3. Maintains the Assessor Taxmap and Parcel of Record coverage by digitizing property boundaries from legal descriptions, surveys and other recorded documents using methods such as coordinate geometry; traverse balancing; GPS positioning; network control; least squares network analysis, rotation-transformation-conversion to state plane; photogrammetric and source map digitizing; and computer-aided drafting (CAD). Researches and resolves conflicts with field measurements with respect to adjacent parcels. Builds the parcel topology and updates the GIS databases for both the Assessor’s Taxmaps and the Parcel coverage used by other departments.
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4. Assumes stewardship role for the parcel data and is accountable for its accuracy and completeness. Routinely publishes both the Assessor's Taxmap coverage and the Parcels of Record coverage for use by county departments, other agencies and the public.

5. Provides GIS technical support to Appraisers in the Assessor's Office. Support includes resolving application usage questions, and providing guidance regarding data layer selection and database structure.

6. Directs the work of clerical support staff who update property folders, field sheets and databases to reflect changes that result from ownership conveyances and segregations such as simple land divisions and boundary line modifications. Oversees flow of information tasks. Maintains orderly property files, maps, plats and surveys with assistance from clerical support staff.

7. Initiates communication with members of the Permit Center, surveyors, attorneys and the public to resolve issues of ownership, irregularities in legal descriptions and to seek the proper recording of missing documents.

8. Responds to members of the public, county departments and other agencies on the telephone, by correspondence and in person regarding questions of ownership, parcel size, previous sales and legal descriptions.

9. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

10. Other related duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: REQUIRES frequent sitting, standing and occasional walking. The employee is occasionally required to lift packages of paper weighing more than 50 pounds and to carry them using both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>8.0</td>
<td>x</td>
</tr>
<tr>
<td>Telephone / FAX</td>
<td>1.0</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>8.0</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal air-conditioned office situation.