



JOB DESCRIPTION

JOB TITLE:	Mapping Administrator	FLSA: Non-Exempt
DEPARTMENT:	Assessor	GRADE: A4
REPORTS TO:	Chief Deputy Assessor	DATE: 10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for independent administration of the Assessor's multilayer geodatabase. Plans, coordinates, oversees and implements the parcel base of the County. Creates, revises and updates cadastral maps of all County parcels for assessment purposes. Interprets and integrates deeds, documents, maps and interprets and applies laws and regulations in order to maintain the Geographic Information System (GIS) parcel database.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages the County parcel base (GIS layers) with ESRI based software; plots and records boundaries, appropriate easements and other appurtenant information from recorded maps, legal descriptions in deeds and other documents; augments the GIS layers.
- Creates new (or revised) Assessor plats, utilizing updated information; resolves issues related to mapping boundary lines and property ownership in accordance to Title laws and practices.
- Audits tentative surveys (in submittal process for recording); reviews for accuracy and adherence to NRS, County Code and other regulations; reviews errors with surveyors; determines required corrections for resubmittal and rejects flawed submittals.
- Interprets applicable laws, regulations and codes to ownership and land division.
- Troubleshoots and resolves problems with property descriptions and discrepancies in legal documents and maps.
- Reviews recorded surveys; checks for accuracy, and adherence to NRS, County Code and other regulations; database processes; performs changes to lines and attributes; creates new parcels and other new features; assigns new APN numbers (Assessor Parcel Numbers) to affected parcels.
- Computes scales required to increase or decrease sizes of revised maps; computes land areas; determines line sizes, and colors to be used for hard copies of computerized maps, using plotters.
- Consults with and advises the Assessor's office staff and other Department staff, including the District Attorney's Office, on mapping problems, apparent defects in chain of title, boundary description or other source material, to define problems and solutions, as they relate to mapping, assessment and ownership and possible liability.



MAPPING ADMINISTRATOR

ESSENTIAL FUNCTIONS: (continued)

- Reviews documents and/or legal descriptions, submitted from other departments, for compliance and accuracy.
- Acts as the Assessor's Office liaison with outside agencies to determine acceptable actions involving parcels, ownership and the administration of the mapping software.
- Discusses laws and regulations regarding land descriptions and the recording of maps and documents with the public, property owners, law firms title companies, brokers, appraisers and others as it relates to assessment and ownership.
- Evaluates operational performance, reviews work methods and procedures and develops changes in work processes to promote effective and efficient operations.
- Creates and completes an annual survey and shapefile for the Census Bureau.
- Creates and completes an annual parcel shapefile for the State Demographer.
- Identifies and compiles database information in order to create maps in response to requests; creates shapefiles and reports of parcel data for the public.
- Notifies property owners, title companies, surveyors, law firms and others of records conflicts; facilitates the resolution of discrepancies and conflicts.
- Discusses laws and regulations regarding the recording of maps and documents with property owners, title companies, law firms, surveyors and other departments, noting possible violations of State law and notifying other County departments and authorities of possible violations.
- Maintains map logs to track and identify all parcel changes made during a fiscal year; maintains billing logs to track income made from customer service requests fulfilled by the Assessor's office staff.
- Conducts research (Recorder's Office, files & database) of legal documents to ensure correct platting of property descriptions and to resolve parcel mapping problems.
- Creates maps in GIS utilizing parcel lines and other layers, together with aeriels, upon request, per the fee schedule.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's Degree with major course work in GIS, geography, drafting, pre-engineering, computer science, or a closely related field AND one (1) year of experience in digitizing data or working with geographic information system; AND three (3) years of experience as a title officer or title examiner of a title company; OR an equivalent combination of education, training and experience.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Required Knowledge and Skills

Knowledge of:

- Principles of Title and laws of conveyancing.
- Chain of Title concepts and the process of ownership.
- Mechanical and computerized (GIS) tools and/or AutoCad.
- Principles and practices of cadastral mapping.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Different varieties of legal descriptions and appropriate uses.
- Nevada Revised Statutes, Lyon County Code and City Code(s).
- Correct business English, including spelling, grammar and punctuation.
- Financial record keeping and accounting principles and terminology.
- Business mathematics, algebra and geometry.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Critical thinking and analysis.
- Risk management.
- Performing location of metes and bounds descriptions.
- Researching, reviewing, interpreting and applying Nevada Revised Statutes, county codes and title practices as they apply to mapping, ownership and assessment.
- Reading, interpreting and utilizing assessment records, deeds and other public records used in property transactions and land division (mapping).
- Reading and interpreting surveys, legal descriptions, maps, aerial and ortho photographs
- Performing accurate arithmetic calculations.
- Organizing and prioritizing work and meeting critical deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Organizing, maintaining and researching departmental files.
- Using manual and computer-aided hardware and software systems to produce maps and related property information.



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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.