

## COUNTY OF SOLANO

### CADASTRAL MAPPING TECHNICIAN II

#### **DEFINITION**

Reviews codes, laws and recorded documents, legal descriptions, proposals, and maps to create, maintain and update district and/or property maps, mapping records, boundaries, title, and taxability.

#### **CLASS CHARACTERISTICS**

Cadastral Mapping Technician II is the Journey level in this series. Incumbents perform mapping duties read and interpret written boundary descriptions on parcel and other maps employing GIS, mechanical and CAD drafting. This class is distinguished from the Cadastral Mapping Technician III by the latter's ability to provide instruction, assign and review work and maintain standards for other workers.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a supervisory level position.

May provide technical assistance to lower level or newly hired employees.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Creates, maintains, and updates Assessor's maps, map books, reference books and mapping records using computer aided drafting techniques and procedures.

Creates, maintains and updates maps and mapping records using GIS to compare and analyze county maps.

Responds to questions from various government agencies and the public; contacts County agencies to resolve questions and problems; resolves issues for other agencies.

Interprets legal descriptions on recorded documents, resolutions, parcel, subdivision, highway and survey maps, and translates legal descriptions into precise scale drawings of property; determines accurate closure and plotting of legal descriptions; interpolates between new maps and old maps to position changes accurately.

Provides technical assistance to engineers, land surveyors, title companies, and the public in areas related to legal descriptions, title problems, map interpretations, and other related Assessor's records inquiries; verifies current ownership of property.

Analyzes and draws conclusions regarding problems/discrepancies as it affects County records;

identifies or verifies the parcels transferred by more difficult property descriptions and interprets more complex recorded documents for other staff.

Updates and completes appropriate records, reports, change sheets, notifications, and other documents following designated procedures.

Maintains proficiency in the use of software and hardware used by the department.

Reviews, approves, composes, and when necessary creates new legal documents used by various County departments.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Techniques, principles, practices, and equipment used in creating or plotting boundaries as employed in surveying and/or civil drafting fields, maintaining and updating Assessor's maps and mapping records.

Local and state laws governing the use and application of subdivision and survey maps.

Maintaining and updating maps and mapping records.

Local and state laws governing departmental operations.

Legal property descriptions and records.

Computer aided drafting software (AUTOCAD, ESRI, GIS, INTERGRAPH).

Legal property descriptions and records.

Surveying principles, geometry and trigonometry.

#### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Apply sound drafting knowledge and skills utilizing software to accurately create, update and maintain maps and mapping records.

Learn to identify and resolve irregularities, ambiguities and problems encountered in producing maps and records.

Communicate effectively, both orally and in writing with surveyors, engineers, other agencies and the public.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Interpret title and property laws and records.

Understand legal property descriptions, maps, drawings, and records.

Perform arithmetic, geometric, and trigonometric calculations.

Learn to identify and resolve irregularities, ambiguities, and problems encountered while producing accurate maps and records.

Communicate effectively both orally and in writing with surveyors, engineers, representatives of other agencies, and the public.

Follow oral, written, and diagrammatic instructions.

Establish and maintain effective working relationships with county staff, management, state employees, and the general public.

**EXPERIENCE AND EDUCATION/TRAINING**

**Experience:**

Two years of experience in CAD or GIS with experience in civil drafting or cartography related to interpreting legal property descriptions and drawing scale maps.

**Education/Training:**

Completion of 30 semester or 45 quarter units of academic coursework from an accredited college or university in civil drafting, surveying, trigonometry, geometry, and computer aided design/drawing.

**OR**

Certificate/diploma of completion of a beginning to intermediate level either in an AUTOCAD or GIS Course Program from an accredited technical school or program.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license may be required.

Independent travel may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

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Director of Human Resources

**Established Date:** April 2001

**Revised Date:** November 2002

**BOS Date:** June 30, 2003

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