

## COUNTY OF SOLANO

### ELECTIONS MAPPING TECHNICIAN

#### **DEFINITION**

Maintains and updates district maps and mapping records using GIS for use in elections; maintains and updates precinct maps in accordance with jurisdictional lines and relevant election codes and laws.

#### **CLASS CHARACTERISTICS**

This class is characterized by the responsibility to perform mapping duties as they relate to boundaries and precinct maps for election purposes. Incumbents read and interpret written boundary descriptions on parcel and other maps employing GIS, mechanical and CAD drafting technology.

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

Receives general supervision from the Office Supervisor.

Exercises no supervision.

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

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

Monitors growth and development within County; revises precinct maps and draws new maps to reflect changes.

Researches voter's jurisdictions using Assessor's parcel maps, internet, street guides, microfiche, legal descriptions, on-site inspections, etc for the Registrar of Voters database.

Revises precinct maps and draws new maps to reflect property descriptions; draws corrections including new street names and precinct numbers; splits precincts when maximum number of voters is reached.

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

Updates Assessor's map books and maintains reference books.

Confirm implementation of national census data; downloads and compares current census data.

Locates residential sites of voters and updates geographical reference information in Elections specialized computer systems.

Participates on the Solano County GIS Committee to determine inter-departmental needs and make recommendations to the County.

Inspects polling sites; takes measurements and photographs; collects data and maintains records; checks handicapped accessibility at the polls.

Maps buildings and storage facilities for space management.

Prepares graphics and illustrations for pamphlets and brochures.

Coordinates the printing of maps with vendors; proofs maps; maintains inventory of maps; organizes and documents County collection; determines archiving of outdated materials; maintains current legal descriptions of districts.

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:**

Working knowledge of techniques, principles, practices and equipment used in creating or plotting property boundaries.

Maintaining and updating elections maps and mapping records.

Local and state laws governing the holding of elections and the registration of voters.

Legal property description and records.

Computer aided drafting software for GIS; CAD drafting techniques and principles.

### **Skill to:**

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

**Ability to:**

Create, update and maintain elections maps and mapping records.

Interpret title and property laws and 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.

**EXPERIENCE AND EDUCATION/TRAINING**

**Experience:**

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

**Education/Training:**

Associate's degree is required in drafting, mapping, or a related field or 21 semester hours (or 31.5 quarter units) from an accredited college specializing in drafting, surveying and/or computer aided drafting/design/drawing, or Certificate of Completion of a Beginning AUTOCAD Course Program.

**SPECIAL REQUIREMENTS**

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

Independent travel may be required.

**ADA COMPLIANCE**

**Physical Ability:** Requires light physical effort in sedentary to light work, involving some lifting, carrying, pushing or pulling of light objects and materials.

**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

**Revised Date:** May 2003

**BOS Date:** June 30, 2003

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