

# **LINN COUNTY CLASSIFICATION**

**TITLE: CARTOGRAPHIC DRAFTER**

**NUMBER: 861**

**PAY RANGE: 14**

**CATEGORY: OPEU**

**APPROVAL ORDER**

**NUMBER: 2001-589**

**DATE: October 9, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs moderately complex drafting and property tax records maintenance work in the processing of property boundary changes, and the updating and construction of assessment maps. Work involves searching of records, answering public inquiries, updating records, maps and other pertinent information.

SUPERVISION RECEIVED: Works under the supervision of the Cartographic Drafting Supervisor who assigns and reviews work for conformance to standards.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel. Provides technical assistance to Deed Clerks.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Identify properties by legal descriptions and determine ownership by legal documents for assessment purposes.
2. Review proposed partition plats as required by law. Process segregations and consolidations which include working with recorded instruments and plats, such as deeds, contracts and partition plats. Calculate segregated acreage and determine code splits.
3. Update maps based on new survey and aerial photo information. Create new maps as needed. Maintain and update multiple layers of information in the data base that will be used to produce Geographic Information System (GIS) products.
4. Update tax code splits with respect to acreage covered by the Forest Protection District. Identify and update records concerning property subject to both Forest Protection and Rural Fire District assessments.
5. Make recommendations regarding the development, alteration or refinement of computer-assisted mapping methods, procedures, techniques or systems.
6. Research property ownership problems (overlapping descriptions, gaps, chain-of-title, etc.).
7. Deal with questions at counter and over phone, concerning the cadastral mapping records.

8. May process City and County road acceptances and vacations.
9. May complete various graphics projects (charts, graphs, etc.).
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

12. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of drafting and various graphic techniques, including current symbols, nomenclature, techniques and instruments used in drafting and mapping. Considerable knowledge of assessor's office records and maps. Considerable knowledge of algebra, geometry and trigonometry. Reasonable knowledge of survey methods, techniques and practices.

Ability to make mathematical calculations rapidly and accurately. Ability to conduct record searches. Ability to use and properly care for drafting instruments and related drafting aids. Ability to prepare and interpret a wide variety of maps, drawings, charts and legal descriptions. Ability to interpret and apply laws, rules, and regulations governing annexations, segregations and subdivisions, etc. Ability to communicate effectively both orally and in writing. Ability to establish and maintain harmonious working relationships with other employees, supervisors and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Two years of progressively responsible cadastral mapping experience, preferably a computer mapping background; coursework or work experience using Arc/Info and CAD mapping software is preferable and graduation from a two-year college with an Associate Degree in engineering, drafting or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed in an office and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit, use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move up to 30 pounds.