

MARSHALL COUNTY, ALABAMA

Job Description

MAPPER I

Department: Mapping & Appraisal

Job Code: 323

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Administrator, Appraisal & Mapping

JOB SUMMARY

The Mapper I prepares, revises, and maintains a variety of maps and mapping related records, documents, and reports. Creates, revises, manipulates, and maintains spatial database records used with computer based geographic information systems. Produces visual aids and graphics for presentation, provides spatial analysis, and explains and interprets maps as requested by County departments and the general public. Charts parcel boundaries from legal documents such as deeds and maps and creates and edits geographic information system (GIS) using specialized software for tax mapping.

ESSENTIAL JOB FUNCTIONS

- Maintains and updates Marshall County ownership tax maps.
- Edits GIS database using add and edit features including topographical data, cadastral data, municipal boundaries, land use, zoning, neighborhood boundaries, and flood features.
- Plots metes and bounds descriptions on tax maps using certified land surveys, certified plats, deed descriptions, etc.
- Writes legal descriptions concerning changes and notifies property owners of deed discrepancies.
- Prepares the layout and design of a variety of maps and graphics for presentation relating to land use, demographic analysis, special districts, open spaces, etc.
- Enters and retrieves data from computer information systems as required for special purposes.
- Assists supervisor with the orientation and training of student interns and entry level employees.
- Assists surveyors, lawyers, and the public with legal description problems and makes appropriate referrals.
- Assists the public with issues and requests that arise.
- Assists with normal maintenance of files and other reference materials.
- Maintains and updates knowledge of field by attending workshops, special training seminars, etc. as required.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in mapping, civil engineering, or a related field with a strong background in mathematics and six (6) months of experience in tax mapping with GIS training, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- Successful completion of *Alabama III/Basic Mapping* and *Alabama VII/Intermediate Mapping* courses.

Knowledge, Skills and Abilities:

- Knowledge of the Alabama Department of Revenue mapping procedures and standards.
- Knowledge of factors affecting mapping changes.
- Knowledge of law and legal procedures in relation to real estate.
- Knowledge of Alabama department of Revenue specifications for property ownership map maintenance program.
- Knowledge of basic drafting methods.
- Knowledge of basic surveying methods and procedures.
- Knowledge of mathematics including geometry, sufficient to calculate acreage, and conversion of measurement into feet.
- Ability to communicate orally with individuals such as co-workers, taxpayers, government officials, and attorneys.
- Ability to determine property lines from aerial photos and section lines.
- Ability to read and understand legal documents, maps, aerial photography, and basic records.
- Ability to operate office machines such as computer, printer, plotter, copy machine, calculator, polar planimeter, engineer's scale, triangle, templates, compass, Leroy lettering set, French curve digitizer, etc.
- Ability to follow routine oral and written instructions.
- Ability to maintain and organize information within closely prescribed systems and procedures.
- Ability to determine property lines from aerial photos and section lines.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move heavy objects. Additionally, the following physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, grasping, feeling, pulling, pushing, kneeling, balancing, crouching, lifting, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.