



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Cartographer</b>	<b><i>Created</i></b>	
<b><i>Department</i></b>	Assessment & Taxation	<b><i>Revised</i></b>	May 2004
<b><i>Job Class</i></b>	A 15	<b><i>Safety Sensitive</i></b>	No
<b><i>Labor Union</i></b>	AFSCME Local 2746 Courthouse/Roads	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

Regularly perform cartographic work activities to determine, delineate, plan and position tracts in map form of land, natural and constructed features, coastlines and land area consistent with Oregon Department of Revenue's Cadastral Mapping Standards.

## ***Essential Functions***

- Develops new complex cadastral maps by plotting road surveys, subdivision plats, partition plats, surveys and deeds on control PLSS layout.
- Update tax lots and tax lot records to conform to instruments of conveyances, new roads, new surveys and G.P.S. control.
- Develops control and grid systems necessary for base control mapping (mapping which establishes section, subdivision and survey corners) using a scientific calculator or computer.
- Adds new subdivision plats, partition plats, surveys, road surveys and deeds to existing assessor maps.
- Assigns parcel numbers or property description numbers; may prepare charts, graphs, and other graphics as required.
- Develops map information lines, and text using Computer Aided Drafting, CAD and other special Geographic Information System, GIS software to create computer files so maps can be quickly reproduced in an inked form by a plotter.
- Research on new and accumulated data concerning deeds, property titles, road right of ways, road vacations, boundaries and legal descriptions which may involve pulling records and files on hand, contacting other State or Federal agencies, or visiting websites.
- Interprets legal descriptions of property, metes and bounds, easements, and rights of way.
- Makes mathematical calculations, computing land acreage and area.
- Plots land descriptions to accurate scale in revision, correction, maintenance and updating of Assessor's office maps and plats.
- Splits parcels and adjusts lot line as required by recorded documents.
- Identifies and resolves problems and conflicts resulting from property splits.
- Maintains files of maps, charts, and related materials.
- Calculates survey closures on land parcels and plat out bounds, compiles related land descriptions for mapping purposes; performs title searches.
- Maintains taxing district boundaries using annexation data including state fire protection areas; maintains Urban Renewal boundaries.



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- Works Property Classification Memorandums with respect to utility properties.
- Provides a variety of information and assistance to the public, internal and external customers and jurisdictions.
- Resolves improper deed descriptions with staff and/or the public.
- Follow all safety rules and procedures established for work areas.

## ***Mandatory Qualifications***

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

Requires a thorough knowledge of modern cartographic standards, principles and procedures. Requires up to two years progressively more responsible experience in drafting, engineering or an associated discipline with sound geometry, trigonometry and aerial photo interpretation. Knowledge of Oregon Cadastral Map System mapping standards; condominium and subdivision law with respect to recording; annexation law with respect to annexations, formation, consolidations and withdrawals from taxing districts; and survey law with respect to road vacations, sectioning, senior rights and the separating of land parcels.

Requires ability to organize a variety of data and information to make valid and reliable interpretations. Requires manual dexterity necessary to set up and operate standard drafting equipment and requires skill with computer CAD and GIS software.

## ***Auxiliary Functions***

Provide support to department personnel as workload and staffing levels dictate. Maintain proficiency by attending training, meeting with others, reading, etc. Maintain work area in a clean and orderly manner.

## ***Desired Qualifications***

Basic knowledge of ESRI products. Previous experience in an Assessor's office in the State of Oregon would be desirable, but not necessary.

## ***Physical Demands***

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, and reach; communicate; and, manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 40 pounds on an frequent basis. Manual dexterity and coordination are required at least 50% of the work period while operating computer CAD/GIS software.

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## ***Working Conditions***

Usual office working conditions.

## ***Supervisory Responsibility***

Supervision is not a typical function assigned to this position. May provide training and assistance to personnel in department regarding mapping standards and property titles.

## ***Supervision Received***

Works under the general supervision of the Chief Deputy Assessor/Tax Collector.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000