



JOB DESCRIPTION

Title	Cartographer/GIS Trainee	Created	May 2004
Department	Assessment & Taxation	Revised	
Job Class	A 10 3	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

This is a trainee position in cartographic/GIS skills. Individual will receive specific training and individualized instruction in cartographic/GIS work activities. Employee will be expected to learn to perform cartographic/GIS work activities commensurate with that of a the Cartographer/GIS classification, i.e. to 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. Works under the general supervision of the Chief Deputy Assessor/Tax Collector.

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.

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.

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 the ability to acquire a thorough knowledge of modern cartographic standards, principles and procedures. Requires thorough knowledge of English composition, proficient use of word processing, ability to work with numbers accurately, ability to understand verbal instruction as would typically be acquired in four years of high school, general business curriculum, plus previous experience in a similar work situation or elsewhere in responsible clerical jobs of sufficient length of time to prove competency; plus years of progressively responsible experience working in an abstract, title or escrow company setting; and emphasis in mathematics, such as, high school geometry and trigonometry; and basic drafting skills with neatness and precision. Any combination of education and experience may be traded for the above abstract, title or escrow experience.

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 ability to operate computer CAD and GIS software. Follow all safety rules and procedures established for work areas.

Desired Qualifications

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 a frequent basis. Manual dexterity and coordination are required at least 50% of the work period while operating computer CAD/GIS software.

Working Conditions

Usual office working conditions.

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