



Job Description

TITLE: Chief Mapper-Platter	JOB CODE: 2220
DEPARTMENT: County Assessor	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under limited supervision, plans, organizes and supervises the operations and staff of the mapping section; interprets and verifies legal descriptions from recorded documents; processes new subdivisions; calculates acreage, and verifies ownership and chain of title; ensures that all activities comply with State and County statutes.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Prepares special and recurring reports; recommends and implements changes to existing policies and procedures.
- Processes deeds and subdivision plats; update both map and database files; researches the chain of title and the legal descriptions; sets up new accounts for split parcels and for new subdivisions in the database.
- Assists staff with transfers and plats; assists other sections within the Assessors Office with questions related to the chain of title, maps, acreage and related issues.
- Assists County offices, other agencies, private companies and the public with questions related to legal descriptions, ownership, chain of title and maps; prepares maps as requested.
- Proofreads information entered into the mapping program and database to ensure accuracy and completeness.
- Prints new map books as needed.
- Plats ownership changes and splits, legal descriptions, lots, and blocks.
- Meets and assists the public concerning their property descriptions and easements.
- Contacts necessary persons to resolve issues related to deeds and plats.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of drafting and platting.
- Knowledge of chain of title and land descriptions and transfers.
- Knowledge of drawing skills; able to prepare maps and use a cad computer program.
- Knowledge of laws and regulations relate to property ownership, including joint ownerships, estates, life estates, trusts and related transactions.

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- Knowledge of legal instruments and legal descriptions.
- Skill in researching and verifying land ownership, chain of title, acreage and related data.
- Skill in interpreting and applying complex legal and technical regulations and guidelines.
- Skill in using the database to develop accurate and complete maps.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in working independently or as a team member.
- Skill in effectively supervising, leading and delegating work and projects.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in providing a high level of customer service.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer, MS Office and specialized software including Realware, Taz, Cris+, AutoCAD, and applicable ESRI GIS Mapping programs.

Education and Experience

- Associate's degree in a related field or five (5) years of cadastral mapping and/or computer assisted drawing/mapping experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, including plotter.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____