



Job Description

TITLE:	Mapper-Platter/GIS Database Administrator	JOB CODE:	3754
DEPARTMENT:	County Assessor	FLSA:	Non-Exempt
PREPARED:	June 2012	UPDATED:	08/31/2020

Summary: Under limited supervision, oversees the development and maintenance of the Geographic Information System (GIS) from existing cadastral maps; develops and maintains parcel maps for tax records; interprets and verifies legal descriptions from recorded documents; processes new subdivisions; calculates acreage, updates ownership and verifies the chain of title.

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.*

- Performs data cleanup and topology edits; using ArcGIS software interfaces GIS to the computer assisted mass appraisal (CAMA) system.
- Designs and supports software implementations for web-based Internet Mapping Framework (IMF), GeoCortex and ArcGis Server Platform with versioned Spatial Data Enterprise (SDE) GIS.
- Installs and maintains mapping software in the Assessor's Office; ensures that all staff in the office have the most current and accurate maps available.
- Creates maps within the GIS system; utilizing overlays, aerial imagery, hydrographic surveys, flood plain, parcel maps, digitized water right maps, and other data sets as necessary for the County, State and general public.
- Processes deeds and subdivision plats; verifies information and updates both the map files and the computer database.
- Researches the legal descriptions and the chain of title to verify information and ensure accuracy.
- Sets up new accounts for split parcels and for new subdivisions in the computer database.
- Assists co-workers and the general public with issues related to mapping and chain of title; researches and provides information related to both deeds and subdivisions.
- Assists other County departments, other government agencies and the general public with questions; prints maps and responds to a variety of requests.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of surveying, mapping, geographic information systems, global positioning systems and usage of aerial photography and satellite imaging.
- Knowledge of ESRI ArcGIS, Microsoft Access and Access VBA software.
- Knowledge of the principles of cartographic technology and GIS application software.
- Knowledge of computer and network security guidelines and procedures.
- Knowledge on drafting and platting.
- Knowledge of chain of title and land descriptions and transfers.
- Knowledge of computer-assisted drawing skills; able to prepare maps and use of a computer mapping program.

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Mapper-Platter

- Knowledge of laws and regulations that relate to property ownership, legal descriptions, legal instruments including joint ownerships, estates, life estates, trusts and related transactions.
- 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 working with personal computer software applications and conversions and designing mapping systems.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- Associate's degree or two (2) years GIS/cadastral mapping experience/training.
- 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.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
