



Job Description

TITLE: Mapper-Platter	JOB CODE: 4340
DEPARTMENT: County Assessor	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Clerical
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision of the Chief Mapper-Platter, the Mapper-Platter performs technical work in creating, maintaining, verifying, and updating land ownership records. Ability to research, interpret, and verify legal descriptions; define property ownership; research and verify the chain of title; processes new subdivisions; ability to calculate acreage. Maintain and ensure the accuracy of files and database stored; identify and resolve discrepancies; perform quality control for data received and released. This administrative position shall be able to work with various customer bases and communicate effectively; able to be focus and understand customer needs and requirements.

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.*

- Assist County Subdivision Review Officer in reviewing preliminary subdivision and/or survey plats.
- 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.
- Assist co-workers with issues related to mapping and chain of title; researches and provides information related to both deeds and subdivisions.
- Assist other County departments, other government agencies, and the general public with questions; prints maps and responds to a variety of requests.
- Contact the necessary persons to resolve issues related to deeds and plats.
- Proofread information input to the database on a monthly basis to ensure accuracy and completeness.
- Makes changes on maps to record new information; proofs changes for accuracy.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- 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.
- Knowledge of laws and regulations as they relate to property ownership, including joint ownerships, estates, life estates, trusts and related transactions.
- Knowledge of legal instruments and legal descriptions.
- Knowledge of County policies and procedures.
- Skill in researching and verifying land ownership, chain of title, acreage and related data.

Job Description

Mapper-Platter

- 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 providing a high level of customer service.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- 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, specialized appraisal software, GIS mapping applications, and standard business software.

Education and Experience

- High school diploma or GED equivalent.
- Two (2) years of office experience, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six 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: _____