



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Cartographer</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Assessor</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Assessment</u>	<b>JOB CODE:</b> 300	

**DEFINITIONS:**

Under general supervision, maintains the maps for the assessment and inventory of real property in Boone County; updates ownership on straight transfers and enters data for new parcels into the assessment administration system.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Updates the work maps for the County using deeds, subdivision plats, surveys and related information; makes maps inks all changes that have been done onto mylar overlays and copies maps for customers; utilizes GIS programs to enter data, make changes and make maps; prepares maps for customers displaying layers of detail requested.

Interacts regularly with the public; answers questions for customers in person and on the phone; files deeds, subdivision plats, and surveys.

Maintains and updates real estate records; enters data to record new parcels and new subdivisions; updates names and addresses in files; coordinates changes with appraisers.

Helps personal property and real estate appraisers with customer requests and phone calls as needed.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of mapping methods, techniques and practices.
2. Good knowledge of computer hardware, software and peripherals.
3. Good knowledge of drafting and plat review methods and practices.
4. Skill in the use of drafting software in the development and maintenance of maps.
5. Skill in reviewing public documents, records, legal descriptions, plat and subdivision plans and blueprints.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**MINIMUM QUALIFICATIONS:**

An Associate's degree in Engineering, Surveying, CAD or a related field and three years experience in construction, engineering, CAD or surveying.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)