

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Property Mapper
Department : Tax Administration
Revised : November 2012

Class : Technician
FLSA : Non-exempt

This job description supersedes any prior description for the Property Mapper classification.

GENERAL DESCRIPTION

Technical drafting and related research work involving the documentation and mapping of location, size, and ownership of real property. Supervision is received from an administrative superior who reviews work through observation of work performed and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Checks copies of new property deeds against existing tax maps; modifies tax maps and property cards to reflect information from new deeds; updates the GIS mapping system with necessary changes.

Remaps land parcels that are mapped incorrectly.

Updates county maps to reflect land parcel division by mapping splits; drafts property changes on mylars; calculates property acreage as necessary following land parcel division; maps straights when only a name change has occurred.

Assigns parcel identification number on new parcels created by deeding a portion of an original parcel.

Notifies attorneys of problems regarding deeds such as incorrect wording or incorrect ownership.

Checks listing forms for reported property sales; checks reported property sales on maps and in computer.

Assists the public in obtaining information from maps and public use computer terminals.

Assists the general public with farm land use information including providing application forms as necessary.

OTHER JOB FUNCTIONS

Performs the duties of lower level employees as necessary.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of real property documents and related information.

Considerable knowledge of the geographic layout of the County.

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Knowledge of and the ability to use GIS mapping software to maintain and update land records.

Ability to read and interpret land descriptions, tax maps, and related information and to compute property areas and property values.

Ability to complete and obtain certification as a NC Property Mapper and to maintain this certification by completing courses of continuing education.

Ability to coordinate the operation of the mapping division.

Ability to establish and maintain effective working relationships with property owners, attorneys, real estate representatives, fellow employees, and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Civil Engineering, Drafting and Design, Real Estate or related area, and two years of drafting experience; or equivalent combination of training and experience. Certification as a NC Property Mapper is preferred.

**This job description does not create an employment contract,
implied or otherwise.**