

MARSHALL COUNTY, ALABAMA

Job Description

MAPPER III

Department: Mapping & Appraisal

Job Code: 325

Pay Grade: 109

FLSA Status: Non-Exempt

Reports To: Administrator, Appraisal & Mapping

JOB SUMMARY

The Mapper III plans, coordinates, monitors, and reviews the work of a small group of Mappers. Participates in training new personnel, and communicates with supervisor regarding priorities and scheduling of work. Prepares, revises, and maintains a variety of maps and mapping related records, documents, and reports. Creates, revises, manipulates, and maintains spatial database records used with computer based geographic information systems. Produces visual aids and graphics for presentation, provides spatial analysis, explains, and interprets maps as requested by County departments and the general public. Charts parcel boundaries from legal documents such as deeds and maps and creates and edits geographic information system (GIS) using specialized software for tax mapping.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, monitors, and reviews the work of a small group of Mappers.
- Communicates with supervisor regarding priorities, and scheduling work to be completed.
- Assigns work to staff in order to accomplish objectives in an efficient and cost-effective manner.
- Monitors work of new personnel closely to assure that they are progressing at a reasonable rate in learning job tasks, procedures, and equipment.
- Assures that new personnel are attending required training.
- Corrects minor rule infractions and reports any major problems to supervisor.
- Reviews work to assure that quality standards are met.
- Responds to difficult customer service requests or complaints from the public.
- Analyzes statistical data in order to coordinate the activities of staff.
- Maintains and updates Marshall County ownership tax maps.
- Edits GIS database using add and edit features including topographical data, cadastral data, municipal boundaries, land use, zoning, neighborhood boundaries, and flood features.
- Plots metes and bounds descriptions on tax maps using certified land surveys, certified plats, deed descriptions, etc.
- Writes legal descriptions concerning changes and notifies property owners of deed discrepancies.
- Provides technical services related to the development and operation of the County's GIS System.
- Makes corrections, additions, deletions, and other revisions to maps and documents by converting raster data and vector data, adding annotation information to property layers, and updating and maintaining graphic and text data on the GIS system.
- Generates special request maps.
- Assists surveyors, lawyers, and the public with legal description problems and makes appropriate referrals.
- Assists the public with issues and requests that arise.
- Assists with normal maintenance of files and other reference materials.
- Maintains and updates knowledge of field by attending workshops, special training seminars, etc. as required.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in mapping, civil engineering, or a related field with a strong background in mathematics and five (5) years of Mapping experience, including three (3) years as a Mapper II with GIS database management, or an equivalent combination of education and experience.

Licenses or Certifications:

- Certified as Alabama Certified Mapper (digitized track) through the Alabama State Property Tax Education and Certification program.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the Alabama Department of Revenue mapping procedures and standards.
- Knowledge of principles and methods of tax mapping.
- Knowledge of law and legal procedures in relation to real estate.
- Knowledge of Alabama department of Revenue specifications for property ownership map maintenance program.
- Knowledge of the principles of management and supervision.
- Knowledge of basic drafting methods.
- Knowledge of basic surveying methods and procedures.
- Knowledge of mathematics including geometry, sufficient to calculate acreage, and conversion of measurement into feet.
- Ability to communicate orally with individuals such as co-workers, taxpayers, government officials, and attorneys.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.
- Ability to read and understand legal documents, maps, aerial photography, and basic records.
- Ability to operate office machines such as computer, printer, plotter, copy machine, calculator, polar planimeter, engineer's scale, triangle, templates, compass, Leroy lettering set, French curve digitizer, etc.
- Ability to follow routine oral and written instructions.
- Ability to maintain and organize information within closely prescribed systems and procedures.
- Ability to determine property lines from aerial photos and section lines.
- Ability to plan, coordinate, monitor, and review the work of GIS staff.
- Ability to establish and maintain effective working relationships with subordinates, supervisor, and the public.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move heavy objects. Additionally, the following physical abilities are required: crouching, feeling, manual dexterity, grasping, handling, pulling, pushing, kneeling, lifting, reaching, repetitive motion, speaking, standing, stooping, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.