

# MARSHALL COUNTY, ALABAMA

## Job Description

### MAPPER TRAINEE

**Department:** Mapping & Appraisal

**Job Code:** 326

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

**Reports To:** Administrator, Appraisal & Mapping

#### JOB SUMMARY

The Mapper Trainee creates, verifies, and edits a geographic information system (GIS) data base using specialized software for tax mapping. Provides support for special projects that relate to spatial, demographic, or tabular data contained in GIS. Files and maintains records, forms, correspondence, etc. Receives and sorts incoming mail and sends out mail, as needed. Answers telephone, routes calls, relays messages, greets visitors, and provides assistance and/or information.

#### ESSENTIAL JOB FUNCTIONS

- Performs routine tasks related to maintaining and updating GIS system, and routine office tasks.
- Compiles routine topographic and planimetric information to produce maps, including the gathering of field data.
- Prepares simple data for digital conversion.
- Enters data into the GIS database through keyboard entry to produce completed maps.
- Prepares and maintains deed logs and mapping registers as directed.
- Retrieves records such as deeds, maps, cards, etc. from files.
- Sorts and files tax maps in geographical order.
- Prepares general correspondence such as memos or letters for other GIS Technicians.
- Files copies of all letters and memos as a part of vital records.
- Assists surveyors, lawyers, with mapping questions.
- Assists the public with issues and requests that arise.
- Gains knowledge of field by attending workshops, special training seminars, etc. as required.
- Searches CAMA information system (aka Delta).
- 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, or an equivalent combination of education and experience.

##### **Licenses or Certifications:**

- None

##### **Special Requirements:**

- None

##### **Knowledge, Skills and Abilities:**

- Knowledge of the Alabama Appraisal System.
- Knowledge of law and legal procedures in relation to real estate.

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of alphabetical, numeric, and geographical filing systems.
- Ability to communicate orally with individuals such as co-workers, taxpayers, government officials, and attorneys in a polite and courteous manner.
- 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.
- 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 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.
- 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 type accurately at a reasonable rate of speed from copy, rough draft, and various sources and forms, using computer software.
- Ability to follow routine oral and written instructions.
- Ability to maintain and organize information within closely prescribed systems and procedures.

#### **PHYSICAL DEMANDS**

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment, grasping, handling, reaching, repetitive motion, mental acuity, hearing at normal speaking levels, speaking at a level to convey information, talking at a level to exchange ideas, visual acuity at a level to view computer terminal, analyze data, read extensively, to include color and depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and walking.

#### **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.***