

# CARTOGRAPHIC CADASTRALIST 1

Job Code	Pay Grade
20564	CL6

## Nature of Work

This is an entry level position requiring basic skills and knowledge of cartography and information technology. Moderately technical work is performed in the collection and maintenance of property and cartographic data essential to the compilation of maps and databases used for property appraisal purposes.

An employee in this class participates in the entering, editing, and correction of data necessary to an automated interactive mapping system or Geographic Information System (GIS) and the use of peripheral equipment as necessary. Employee assists in abstracting property ownership and descriptions for a correct title chain. The employee will have limited access to the internal system operation and will be under complete supervision throughout each phase of production. The position reports to a supervisor or designee.

## Minimum Qualification Requirements

- Experience in ArcGIS, plus completion of multiple post high school courses in drafting, graphic design, or surveying and 1 year of experience in cadastral mapping, urban planning, civil engineering, drafting, or related field; or
- Experience in ArcGIS, plus an Associate's degree, technical, or vocational school diploma or certification in surveying, engineering, cartography, or computer science with additional courses in geography, GIS, graphic design, information technology, or related field; or
- An equivalent combination of training, education and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Cartographic Cadastralist 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts limited abstract searches and assists in the preparation of proper legal descriptions of the various parcels involved using information technology.
- Performs the splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Plots digitized and edited map files as check and final plots.
- Furnishes basic information concerning property descriptions to citizen inquiries.
- Checks records for possible errors and brings same to attention of supervisor.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Skill in hand-eye coordination.
- Ability to pay close attention to detail.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to learn and use technical mathematics (geometry and trigonometry).
- Ability to learn and understand basic cadastral mapping and data processing principals and procedures including the ability to learn to read and interpret maps, plats, aerial photographs, and other tools of assessment work.

For official use only

Re-instated	EEOC Code	Overtime Code
7/2	Technicians	Classified