

CARTOGRAPHIC CADASTRALIST 2

Job Code	Pay Grade
20566	CL9

Nature of Work

This is technical work supporting the operations that are required in the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system. An employee in this class performs specialized work requiring technical skills in the entering, editing, and correcting of map attribute data required with an automated interactive graphics or Geographic Information System (GIS) and peripheral equipment as necessary. Responsibilities may include abstracting property ownership and descriptions for correct chain of title involving review and interpretation of legal documents such as deeds, contracts, probates, and associated information. Employees have direct access to the system and support a wide variety of applications with more independence than is exercised at the Cartographic Cadastralist 1 level. Work involves the application and interpretation of varied and involved procedures and techniques and frequent use of independent judgment in accordance with established policies, rules and laws. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 3 years of experience in cadastral mapping, urban planning, engineering, drafting, and construction design related to the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system that includes 1 year experience in ArcGIS and multiple post high school courses in drafting, graphic design, or surveying; or
- Associate's degree in cadastral mapping, urban planning, engineering, drafting, construction design, computer science, or related field and 2 years of experience as described above that includes 1 year experience in ArcGIS; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field supplemented by intern or experience in ArcGIS; 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 3) 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 abstract searches and prepares proper legal descriptions of parcels using information technology.
- Performs splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Enters geographic data into computer by use of ArcGIS and ArcEDITOR.
- Plots digitized and edited map files to check plot.
- Searches records and source material from title companies, court records, county engineer's office or other offices where similar materials or records are on file.
- Recommends adjustments to property records to director.
- Performs computer file maintenance of mapping directories.
- May lead subordinate clerical and technical staff as part of projects.
- Confers with citizens as required.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of ArcGIS and ArcEDITOR.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Knowledge of legal descriptions, surveys, plats and terminology, title ownership, assessment and appraisal terminology, aerial photo interpretation and right of way plans.
- Knowledge of research techniques, methods and procedures; including information technology and methods, including the data processing inquiry and retrieval system within the Property Appraiser's Office.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of the Windows and VMS operating systems, CMEDIT, the geographical base map, GIS concepts and functionality.
- 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 use technical mathematics (geometry and trigonometry).
- Ability to understand cadastral mapping, including the ability to read and interpret maps, plats, aerial photographs, and other tools of assessment work.
- Ability to learn the laws and regulations affecting appraisal and theory of value as applied to property.
- Ability to present data in graphic and cartographic form applying the basic principles and techniques of cartographic draftings, as required.
- Ability to establish and maintain effective working relationships with the public and other employees.

For official use only

Revised	EEOC Code	Overtime Code
7/12	Technicians	Classified