

CARTOGRAPHIC CADASTRALIST 3

Job Code	Pay Grade
20568	CL13

Nature of Work

This is highly advanced and detailed technical work supporting the operations in the production and maintenance of maps and collection/maintenance of data essential to property inventory by use of a Geographic Information System (GIS). An employee in this class performs specialized technical work in the entering, editing, and correcting of data required in a Geographic Information System (GIS). Responsibilities include abstracting property ownership and descriptions to assure the generation of an accurate and current Tax Roll. At this level, employees are responsible for providing technical support in all the tasks necessary for the proper operation of the GIS and Computer Assisted Mass Appraisal (CAMA) system and for complying with all policies, procedures, laws, and rules of the Property Appraiser's Office and the Department of Revenue. Employees in this class must have the ability to work independently if required, and may act as a technical lead worker in a geographic area or on specific projects, exercising a high degree of initiative and judgment. The employee reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years experience in cadastral mapping, urban planning, engineering, drafting, construction design related to the production and maintenance of maps and collection/maintenance of property data in a CAMA system that includes 1 year lead worker experience with information technology/computer graphics/ArcGIS; or
- Associate's degree, technical or vocational school diploma or certificate and 2 years experience as described above that includes 1 year lead worker experience with information technology/computer graphics /ArcGIS; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field with major coursework in cadastral mapping, urban planning civil engineering, graphic arts and 1 year lead worker experience with information technology/computer graphics/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.
- Possession of the Certified Cadastralist of Florida (CCF) designation from the Department of Revenue (DOR), or completion of course requirements and awaiting the CCF designation from DOR, or an equivalent certification.
- Familiarity with information technology and ArcGIS.
- Supervisor training or team leader experience.
- 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, Senior) 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 title searches and prepares proper legal descriptions and coding of parcels using electronic data inquiry and retrieval systems.
- Performs all phases of automated mapping, splits, combinations, additions and deletions of parcels, and redrafting and changes on property ownership maps.
- Performs all the phases of research required to maintain an accurate Tax Roll.

CARTOGRAPHIC CADASTRALIST 3 (continued)

Job Code	Pay Grade
20568	CL13

Illustrative Tasks (continued)

- Enters geographic data into computer by use of ArcGIS and ArcEDITOR.
- Conducts searches and examination of deeds for resolutions and Circuit Civil Court cases for proration of taxes to determine the amount of money to be placed in escrow for the courts.
- As gate keeper to mapping data base, performs computer file maintenance of all mapping directories.
- May lead subordinate clerical and technical staff as part of assignments.
- Confers with taxpayers either in person or by phone.
- Performs tasks associated with redrafting complete sections. This includes the searching of source materials of all records back to and including Public Land Survey System (PLSS) for map compilation.
- Recommends adjustments to supervisor as a result of title search or other redraft work.
- Edits work of subordinate clerical and technical staff, as required and may act as lead worker on assigned areas or projects.
- Works closely with other departments or county agencies.
- Performs tasks involving special maps, entry and correction of geographical database.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of ArcGIS, ArcEDITOR and ArcPLTS.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Knowledge of cadastral map compilation, including the ability to read and interpret maps, legal descriptions, plats, surveys, aerial photographs, right of way plans and other tools of assessment work.
- Knowledge of research techniques, methods and procedures including information technology and methods including the 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 statutes, laws and regulations affecting appraisal and the theory of value as applied to property.
- Knowledge of the Windows and VMS operating system, 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 present data in graphic and cartographic form applying the basic principles and techniques of computerized cartographic drafting, as required.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter and digitizer problems, as needed.
- Ability to acquire additional knowledge of, and apply the basic principles and techniques of cartographic drafting.
- Ability to accept increasing responsibility and to initiate and implement decisions.

For official use only

Revised	EEOC Code	Overtime Code
5/13	Technicians	Classified