

## **CARTOGRAPHIC CADASTRALIST, SENIOR**

<b>Job Code</b>	<b>Pay Grade</b>
<b>20570</b>	<b>CL15</b>

### **Nature of Work**

This is analytical, technical and supervisory work planning and coordinating the operations in the production and maintenance of maps by an automated interactive graphics system. An employee in this class performs specialized work requiring advanced technical skills in entering, editing, and correction of data required with an automated interactive graphics or Geographic Information System (GIS). At this level, employees have direct access to the system and support a wide variety of applications. Employees are also responsible for assisting in all the technical tasks associated with the automated interactive graphics program and for the proper performance of subordinates in conducting a variety of technical tasks necessary for the operation of the system. The position reports to a manager, supervisor or designee.

### **Minimum Qualification Requirements**

- Possession of the Certified Cadastralist of Florida (CCF) and Certified Florida Evaluator (CFE) designations from the Department of Revenue (DOR), or completion of course requirements and awaiting the CCF and/or CFE designation(s) from DOR; or an equivalent certification; or
- 7 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 by an automated interactive graphics and database system that includes 2 years lead worker or supervisor experience with data processing/computer graphic/ArcGIS; or
- Possession of the above listed credentials and an Associate's degree, technical or vocational school diploma or certificate and 5 years experience as described above that includes 2 years lead worker experience, or supervisor experience with data processing/computer graphic/ArcGIS; or
- Possession of the above listed credentials and a Bachelor's degree in surveying, engineering, cartography, computer science, or related field and 3 years experience as described above that includes 2 years lead worker, supervisor training, or supervisor experience with data processing/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.
- Familiarity with information technology and ArcGIS.
- Supervisor experience, supervisor training, or lead worker experience.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs all phases of automated mapping, splits, combinations, additions, deletions of parcels, and redrafting and changes on property ownership maps.
- Performs all the phases of research required to maintain an accurate Property Value Roll.
- Provides technical support in the analysis and testing of new mapping systems and programs, departmental automation applications, equipment and user training.
- Enters or retrieves data using ArcGIS and ArcEDITOR.
- Performs tasks involving special maps, entry and correction of geographical database.
- Performs computer file maintenance, clean-up, and file back-up procedures.
- Supervises work performed by the assigned staff both in development and implementation of system applications.
- Trains new personnel, users and interested parties in the use of equipment and proper procedures.

## CARTOGRAPHIC CADASTRALIST, SENIOR (continued)

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### Illustrative Tasks (continued)

- Provides leadership and guidance in the working environment.
- Prepares supplemental documentation manual and procedures for applications; develops departmental automation standards, guidelines and procedures; works closely with other departments and county agencies.
- Assists in testing, evaluating, and monitoring new computerized mapping programs and software.
- Works closely with other division departments or county agencies to coordinate specialized projects.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of ArcGIS, ArcEDITOR and ArcPLTS.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- 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 computer processing and information technology.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of research techniques, methods and procedures regarding information technology and methods including the data processing inquiry and retrieval system with the Property Appraiser's Office.
- Knowledge of statutes, laws and regulations affecting appraisal and the theory of value as applied to property.
- Knowledge of legal descriptions, surveys, plats, title ownership, aerial photo interpretation and right of way plans.
- Knowledge of supervisory principles and techniques and ability to apply same effectively.
- Knowledge of SQL query language, GIS concepts and functionality and Windows, VMS and Unix operating systems.
- Skill and accuracy in working with detailed programs and procedures.
- Skill in hand-eye coordination.
- Ability to accept increasing responsibility and to initiate and implement decisions.
- Ability to acquire additional knowledge of, and apply the basic principles and techniques of cartographic drafting.
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter and digitizer problems, as needed.
- Ability to analyze complex cadastral problems.
- Ability to develop and update procedure and operational manuals.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to lead others and to contribute to the advancement of the state-of-art computer assisted cartography.
- Ability to pay close attention to detail.
- Ability to present data in graphic and cartographic form applying the basic principles and techniques of computerized cartographic drafting, as required.
- Ability to train and supervise subordinate employees with their technical duties and to encourage and promote harmony and teamwork.
- Ability to use technical mathematics (geometry and trigonometry).

For official use only

Revised	EEOC Code	Overtime Code
11/15	Professionals	Classified