



<b>WORKING TITLE:</b> CARTOGRAPHER	<b>CLASSIFICATION:</b> CARTOGRAPHER
<b>DEPARTMENT:</b> VARIES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 16	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> AUGUST 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs complex technical work in drafting and updating a variety of detailed maps; managing digital land records for the county. This level is distinguished from lower classifications by the advanced cartographic skills necessary to perform assignments and lead worker responsibilities.

***SUPERVISION RECEIVED:***

Works under general supervision of the Assessor, Director of Planning and Development, or Director of Public Works and under immediate supervision of a Senior Cartographer or GIS Coordinator who assigns tasks and reviews work for accuracy, neatness, and conformity to instructions.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this position.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs complex tasks requiring use of advanced cartographic techniques and procedures in research, compilation, plotting, and construction of maps.
- Assists in training less experienced employees in solving problems, plotting complex base maps, and creating control systems.
- Coordinates and completes specific mapping projects.
- Consults with supervisor to determine course of action in unprecedented mapping problems or those requiring interpretation of department policy and standards.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Map reading, cartography, and complex mapping techniques.
- Drafting techniques, tools, and equipment; skill in their use.
- Plat Maps, Real Estate Deeds, and Survey terms and techniques.
- ESRI and ArcGIS Computer systems.
- Basic mathematics, such as algebra and geometry.

- Aerial photo interpretation principles, procedures, and equipment.

**SKILL IN:**

- Operating Esri ArcGIS computer systems.
- Reading and interpreting legal property descriptions.
- Communicating both verbally and in writing.

**ABILITY TO:**

- Read, interpret, and reconcile legal property descriptions.
- Accurately compute acreage with planimeter and calculator.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Three years' drafting experience, including two years cartographic drafting. An associate's degree in cartography or drafting may be substituted. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other*

*job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*