



<b>WORKING TITLE:</b> CARTOGRAPHER TECHNICIAN	<b>CLASSIFICATION:</b> CARTOGRAPHER TECHNICIAN
<b>DEPARTMENT:</b> VARIES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 13	<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> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Gathers, interprets, and compiles information for maps; plots, drafts, scribes, and completes final and detail maps. Performs cartographic drafting work of a more complex nature. Prepares tracings and letterings; maintains zoning and plat maps. Researches data in various county departments, reads property descriptions and accurately presents the information on mylar and other materials.

***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 other supervisor who assigns tasks and reviews work for accuracy, neatness, and conformity.

***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:**

- Drafts and updates assessor maps and/or planning base maps using data assembled from various sources such as aerial photographs, surveys, field survey notes, property documents, department files, and land use zones.
- Revises assessor maps to reflect real property sales, divisions, and other transactions. Revises plat and soil maps to reflect same.
- Calculates acreage using a planimeter and calculator.
- Provides assistance to public in obtaining property descriptions and map locations. Plots special mapping projects as required.
- Retrieves information for CRT and reviews chains of title on parcels.
- Maintains mapping and property records and documents.

### **JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Cartographic principles, map reading, and map design.

- Drafting techniques, tools, equipment, surveying procedures.
- CAD and CAM computer systems.
- Basic mathematics, such as algebra and geometry.

**SKILL IN:**

- Operating CAD and CAM computer systems

**ABILITY TO:**

- Work from written and oral instructions
- Read, interpret, and reconcile legal property descriptions.
- Work independently and harmoniously with employees and general public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Three years' drafting experience, including one year cartographic drafting, or two years' related course work at a recognized college or technical school and one year cartographic drafting experience; or any satisfactory 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 work day.

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 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.*