

LEE COUNTY COMMISSION

Chairman

Bill English, *Probate Judge*
Mailing Address:
P.O. Box 666
Opelika, AL 36803-0666
(334) 745-9767



Lee County, Alabama Est. 1866

Members

Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
John Andrew Harris, District 5

Position Announcement #REA11-14-09

Mapper

Closing Date: Open

DEPARTMENT: Reappraisal

STATUS: Full-time

PAY GRADE: 12 STARTING ANNUAL SALARY RANGE: \$30,097.60 - \$31,907.20

SCOPE: The purpose of this position is to participate in the development and maintenance of tax maps.

REQUIRED HOURS OF AVAILABILITY:

7:30am – 4:30pm; Monday through Friday

EXAMPLES OF DUTIES PERFORMED:

- Performs entry-level mapping duties such as creating and updating tax maps and related data for tax purposes; mapping deeds, plats, surveys, and other vesting instruments in digital format; maintaining records of tax sale data, including assessment names, redemptions, or tax deeds; updating maps and appraisal and assessment records per annexations; generating new parcel numbers; maintaining files of maps, plats, digital plans, and other information used to update tax maps.
- Processes property change forms.
- Writes simple property descriptions.
- Assists with maps for subdivisions and rights-of-way.
- Resolves mapping problems and/or provides information to the public.

SUMMARY OF QUALIFICATIONS:

- Knowledge of computer mapping and data systems.
- Knowledge of Alabama state specifications for property ownership mapping.
- Knowledge of the Alabama Tax Code.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Skill in the performance of drafting of tax maps using coordinate geometry, state plane coordinates, aerial photography, and other procedures.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.

For more information visit: www.leeco.us
Lee County is an Equal Opportunity Employer

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Position Announcement #REA17-14-09

Mapper II

Closing Date: Open

DEPARTMENT: Reappraisal

STATUS: Full-time

PAY GRADE: 13 STARTING ANNUAL SALARY RANGE: \$31,616.00 - \$33,550.40

SCOPE: The purpose of this position is to participate in the development and maintenance of tax maps. This class is distinguished from the class of Mapper I by the assignment of additional responsibilities of a more detailed/ difficult nature, including work with the County's GIS digital database.

REQUIRED HOURS OF AVAILABILITY:

7:30am - 4:30pm; Monday through Friday

EXAMPLES OF DUTIES PERFORMED:

- Performs moderately complex mapping duties such as creating and updating tax maps and related data for tax purposes; mapping deeds, plats, surveys, and other vesting instruments in digital format; maintaining records of tax sale data, including assessment names, redemptions, or tax deeds; updating maps and appraisal and assessment records per annexations; generating new parcel numbers; maintaining files of maps, plats, digital plans, and other information used to update tax maps.
- Reads reviews/extracts from vesting instruments, including deeds, wills, surveys, Subdivision Plats, Corporate Limits, Road Right of Ways, Court Documents, divorce documents, aerial photography, field notes and plans in order to check for accuracy, determine revisions, provide accurate maps and verify dimensions of property.
- Processes property change forms.
- Writes simple and complex property descriptions.
- Assists with maps for subdivisions and rights-of-way.
- Resolves mapping problems and/or provides information to the public.

SUMMARY OF QUALIFICATIONS:

- Knowledge of County's GIS digital database.
- Knowledge of computer mapping and data systems.
- Knowledge of Alabama state specifications for property ownership mapping.
- Knowledge of the Alabama Tax Code.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- At a minimum, successful completion of the Intermediate Mapping course offered through the State of Alabama Department of Revenue.
- Completion of an apprenticeship/internship or having had a similar position for one to two years

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.