

TALLADEGA COUNTY COMMISSION



POSITION: Mapper I
DEPARTMENT: Reappraisal
ENTRY LEVEL: K/ 1 (\$15.59 per hour)
FLSA: Non- Exempt

OVERVIEW:

Responsible for using computer assisted mapping to update and maintain the county tax mapping program. Performs record search activities. Assists surveyors, title workers, attorneys, and property owners, as necessary.

ESSENTIAL DUTIES:

Under the supervision of the Chief Appraiser performs the following duties:

- Logs in deeds, plates and related records
- Performs simple name changes and other entry level mapping duties
- Performs entry level mapping duties under supervision, including copying deeds, wills, plats and related documents
- Performs simple name changes
- Logs vesting instruments in the maintenance mapping register
- Writes simple property descriptions
- Responds to citizens, questions and comments in a courteous, professional and timely manner
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Attends courses and training sessions to become and remain current on the current principles, practices and developments in assigned work areas
- Other duties as assigned from time to time

MINIMUM SKILLS AND ABILITIES:

- Some knowledge of real estate, appraisal laws, methodologies and procedures
- Some knowledge of mapping procedures
- Ability to operate a personal computer and/or mainframe terminal using standard or customized software applications appropriate to assigned tasks
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity and inventiveness in the performance of assigned tasks

MINIMUM QUALIFICATIONS:

- A diploma from a standard high school or possess a graduate equivalency diploma, preferably supplemented by additional training in appraisal or real estate function

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Chief Appraiser which establishes objectives, priorities and deadlines

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking.

ESSENTIAL PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Work is typically performed with employee sitting at a desk with intermittent standing and walking
- Employee must occasionally lift light objects
- Sufficient clarity of speech, hearing, vision, manual dexterity, personal mobility and physical reflexes

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **REAPPRAISAL DEPT – MAPPER I**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

TALLADEGA COUNTY COMMISSION



POSITION: Mapper II
DEPARTMENT: Reappraisal
ENTRY LEVEL: M/ 1 (\$18.86 per hour)
FLSA: Non- Exempt

OVERVIEW:

Responsible for using computer assisted mapping to update and maintain the county tax mapping program. Performs record search activities. Assists surveyors, title workers, attorneys, and property owners, as necessary. Assists with training of personnel in mapping procedures.

ESSENTIAL JOB DUTIES:

Under the supervision of the Mapper III and/or the Chief Appraiser performs the following duties:

- Maps all deeds and plats within Talladega County for tax purposes
- Generates new parcel numbers and senate file values for new subdivision lots and updates office records
- Updates maps by inputting new subdivision plats, annexations and property splits with coordinate geometry
- maintains current copies of various mapping information including quad sheets, tax maps, aerial photographic maps and County maps
- Develops and maintains databases of mapping and related engineering information
- Provides mapping and utility information to the public, other County departments and cities within the County
- Maintains files of maps, plats, as-built, projects and other drawings generated and received by the Appraiser's office
- Performs detailed drafting under supervision using COGO and state plane coordinates to create a complete and accurate map
- Resolves mapping problems by gathering input from landowners, developers, legal representatives and surveyors
- 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
- Calculates value, including acreage, coordinates, scales and curve data in order to produce mapping revision data
- provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Responds to citizen's questions and comments in a courteous and timely manner
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Other duties as assigned from time to time

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of maps and electronic mapping systems
- Thorough knowledge of computer systems applied to mapping projects, including Arc Info, Intergraph, Auto Cad, and related systems

- Thorough knowledge of database systems related to mapping projects, including Delta, Buckley, Oracle, and related systems
- Substantial knowledge of filing systems and office management techniques; must have substantial knowledge of engineering principles and practices
- Substantial knowledge of geography within Talladega County
- Some knowledge of surveying principles, practices and techniques
- The ability to read and comprehend information contained in various maps, documents and materials received in public engineering departments
- The ability to develop and maintain information databases
- The ability to maintain base maps and base map information
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- The ability to understand and follow oral and/or written policies, procedures and instructions
- The ability to prepare and present accurate and reliable reports containing findings and recommendations
- The ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- The ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- The ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- The ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Have integrity, ingenuity and inventiveness in the performance of assigned tasks.

MINIMUM QUALIFICATIONS:

- A diploma from a standard high school or possess a graduate equivalency diploma, preferably supplemented by two years college level courses in fields relating to Mapping, Drafting or Civil Engineering
- Must have some experience in basic mapping operations
- Or must have any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama

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Employee Name _____ Date _____

Employee Signature _____

Application for Employment



Talladega Co Commission
P.O. Box 6170 • Talladega, Alabama 35161

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Talladega County Commission is an Equal Opportunity Employer.

PLEASE PRINT LEGIBLY

Position Applied For:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
Street Address	City	State Zip Code
Telephone Number (s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Have you ever filed an application with us before? Yes - Give Date: _____ No

Have you ever been employed with us before? Yes - Give Date: _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon employment) Yes No

Are you available to work: Full Time Part Time Shift Work Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Are you able to perform the Essential Functions of the position for the position which you have applied, with or without reasonable accommodation? Yes No

Date you would be available for work _____/_____/_____

Education

Circle last grade completed – Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

	Name & Address of School	Course of Study	Years Completed	Did You Graduate?	GED, Diploma or Degree
Elementary School					
High School Attended					
College or Secondary					
Other (Specify)					

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Additional Information

Other Qualifications – Summarize special job-related skills and qualifications required from employment or other experience.

Employment Experience (List your present and former employers beginning with the most recent.)

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				

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