
**EMPLOYMENT OPPORTUNITY
CLARKE COUNTY COMMISSION**

Department of Personnel
P. O. BOX 548
Grove Hill, AL 36451

Clarke County, Alabama is an Equal Opportunity Employer.

MAPPER I

Date Position Opened: May 10, 2022

Deadline to apply: Until position is filled

Salary: Based on experience and qualifications

Department:

Mapping & Appraisal

Position Summary:

Under the direction of the Mapping Supervisor/Head Mapper the employee assists customers in locating parcels of land on maps and determining ownership as well as other general customer service related duties. The employee acquires deeds from the Probate Office, and assigns map numbers to each deed. The employee will provide financial support in receiving and compiling receipts.

Position Requirements and Experience:

Basic Mapping
Real and Personal Property Calculations
Deeded vs. Calculated Property
Industrial Properties: Real and Personal
Intermediate Mapping
ESRI Arc GIS Training
Flagship Mapping Splits Training

SPECIAL NOTE: Please see the job description attached.

Applications Process: Send resume to personnel@clarkecountyal.com

Or pick up an application at 114 Court Street (Courthouse Security – front door).

CADASTRAL MAPPING TECHNICIAN I

Reports to:	Appraisal and Mapping Administrator or other senior mapping staff
Subordinate Staff:	None
Other internal contacts:	Appraisal Department Employees, Revenue Office Personnel
External contacts:	Taxpayers, Taxpayer Representatives, Real Estate Agents and Appraisers, Title Companies, Probate Office Employees, Other

Job Summary

Under the supervision of a senior cadastral mapping technician the Cadastral Mapping Technician I uses computer-assisted mapping to update and maintain the county tax mapping program. Performs record research activities. Creates new maps for files. Assists surveyors, title workers, attorneys, and property owners, as necessary. Performs other duties as assigned by supervisor.

Job Functions

- A. Plotting: Locates Property on map by reading deeds. Determines whether deed will require name change or split. Using Computer assisted mapping / GIS plots parcels using bearing and distance as provided in deed description. Determines location of newly developed subdivisions and scans, digitizes or plots on ownership maps as per recorded plats. Completes property change forms, to reflect current ownership and writes brief legal description when line changes are made. Obtains copies of ROW plats from county or state highway department and update map files as needed. Digitize or create new maps for files.
- C. Mapping Administration: Determines corrections to be made as indicated on error change forms. Verifies ownership by printout or assessment sheet. Performs record searches as required. Make ownership changes as per death or marriage certificates. Update line changes in mapping system as necessary. Makes sure deed reference on change form has been worked. Make changes if address on parcel error change form is more current than address on deed.
- D. Miscellaneous: Performs record research. Uses direct and reverse indexes in probate office to research title on problem deeds. Refers to lot books, assessments and plat books as references. Refers to apartment and miscellaneous books to map new condominiums. Uses index in probate office to locate wills. Uses index in circuit clerk's office to locate divorce decrees when necessary. Assists property owners and/or attorneys to resolve discrepancies or errors in ownership or property lines.

Cadastral Mapping Technician I Job Specifications

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of principles and methods of tax mappings.
- Knowledge of Alabama Department of Revenue specifications for property ownership map maintenance program.
- Computer skills to operate and understand the functions of computer assisted mapping systems.
- Mathematics skills, which include knowledge of geometry to calculate acreage, distance, convert units of measure, etc.
- Writing skills to write legal descriptions accurately.
- Drafting skills.
- Surveying skills.
- Ability to effectively communicate with supervisor, co-workers and public.
- Ability to read and understand legal documents, maps, aerial photos, basic records, etc.
- Ability to operate office machines such as digitizers, polar planimeter, calculator, copy machine, engineer's scale, drafting tools, Leroy lettering set, etc.
- Ability to interpret spatial data on aerial photos and determine planimetric features.

Other Characteristics: Must be 21 years of age. Must possess a valid Alabama driver's license.

Educational and Experience Requirements

Associate Degree in computer aided design and mapping, civil engineering technology geography or mapping related field, etc. Must have a minimum of 18 months experience in tax mapping. Prior education, training and experience in the mapping field or technical/vocational school certificates and courses in fields related to mapping may be given consideration in lieu of college level education.

Must have successfully completed the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama III – Basic Mapping and Alabama VII – Intermediate Mapping