

TALLADEGA COUNTY COMMISSION



POSITION: Mapper I
DEPARTMENT: Reappraisal
ENTRY LEVEL: \$14.18 – step 1
FLSA: Non- Exempt

OVERVIEW:

Responsible for using computer assisted mapping to update and maintain the county tax mapping program. Performs record search activities. Creates new maps for files. Assists surveyors, title workers, attorneys, and property owners, as necessary. Performs other duties as assigned by supervisor

ESSENTIAL JOB 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
- 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
- Remain current on the current principles, practices and developments
- Performs other directly related duties as may be assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED, preferably supplemented by additional training in GIS, appraisal, or real estate function
- Minimum one year experience drafting, mapping (GIS), or working in a real estate office

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of real estate, appraisal laws, methodologies and procedures
- Some knowledge of mapping procedures
- Ability to operate a personal computer 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

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Chief Appraiser or other senior mapping staff 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:

- Occasionally lift light objects
- Have sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively and provide computer instruction and training
- Have sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to make changes to maps and make modifications to automated databases
- Have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computerized equipment and maintain a computerized network
- Have sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct surveys of rough or unimproved terrain and inspect construction projects.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for 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 _____