

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

MAPPER I

Job Grade: 10

JOB CODE: 323

Department: Revenue
Reports To: Appraisal and Mapping Administrator
Date: August 2015
FLSA: Non-Exempt
DOT Reference: 018.261-010

JOB DESCRIPTION

Prepares, revises and maintains a variety of maps and mapping related records, documents, and reports. Creates, revises, manipulates, and maintains spatial database records used with computer based geographic information systems. Produces visual aids and graphics for presentation, provides spatial analysis, explains and interprets maps as requested by county departments and the general public. Chart parcel boundaries from legal documents such as deeds and maps, create and edit geographic information system (GIS) using specialized software for tax mapping.

ESSENTIAL JOB FUNCTIONS

- A. Maintain and update Marshall County ownership tax maps:
1. Edit GIS database using add and edit features including topographical data, cadastral data, municipal boundaries, land use, zoning, neighborhood boundaries and flood features.
 2. Plot metes and bounds descriptions on tax maps using certified land surveys, certified plats, deed descriptions, etc.
 3. Write legal descriptions concerning changes and notify property owners of deed discrepancies.
 4. Prepare the layout and design of a variety of maps and graphics for presentation relating to land use, demographic analysis, special districts, open spaces, etc.
- B. Perform data retrieval and assist associates, other departments and the public, and maintain and update knowledge and skill in GIS mapping:
1. Enter and retrieve data from computer information systems as required for special purposes.
 2. Assist supervisor with the orientation and training of student interns and entry level employees.
 3. Assist surveyors, lawyers, and the public with legal description problems and make appropriate referrals.
 4. Assist with normal maintenance of files and other reference materials.
 5. Maintain and update knowledge of field by attending workshops, special training seminars, etc. as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Alabama Department of Revenue mapping procedures and standards.
- Knowledge of factors affecting mapping changes.
- Knowledge of Alabama department of Revenue specifications for property ownership map maintenance program.
- Knowledge of basic drafting methods.
- Knowledge of basic surveying methods and procedures.
- Knowledge of mathematics including geometry, sufficient to calculate acreage, and conversion of into feet.
- Ability to communicate orally with individuals such as co-workers, taxpayers, government officials and attorneys.
- Ability to determine property lines from aerial photos and section lines.
- Ability to read and understand legal documents, maps, aerial photography, basic records.
- Ability to operate office machines such as computer, printer, plotter, copy machine, calculator, polar planimeter, engineer's scale, triangle, templates, compass, Leroy lettering set, French curve digitizer, etc.
- Ability to follow routine oral and written instructions.
- Ability to maintain and organize information within closely prescribed systems and procedures.
- Ability to determine property lines from aerial photos and section lines.

MINIMUM QUALIFICATIONS

- Two (2) years of college level courses (Associate Degree preferred) in fields related to mapping, civil engineering, or related field.
- Successful completion of Alabama III/Basic Mapping and Alabama VII/Intermediate Mapping courses.
- Six (6) months of experience in tax mapping with GIS training, or an equivalent combination of education and experience.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.