

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

MAPPER III

Job Grade: 12

JOB CODE: 325

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

JOB DESCRIPTION

Plan, coordinate, monitor, and review the work of a small group of Mappers. Participate in training new personnel, and communicate with supervisor regarding priorities and scheduling of work. 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. Plan, coordinate, monitor, and review the work of a small group of Mappers.
 - 1. Communicate with supervisor regarding priorities, and scheduling work to be completed.
 - 2. Assign work to staff in order to accomplish objectives in an efficient and cost effective manner
 - 3. Closely monitor work of new personnel to assure that he or she is progressing at a reasonable rate in learning job tasks, procedures and equipment.
 - 4. Assure that new personnel are attending required training.
 - 5. Correct minor rule infractions and report any major problems to supervisor.
 - 6. Review work to assure that quality standards are met.
 - 7. Respond to difficult customer service requests, or complaints from the public.
 - 8. Analyze statistical data in order to coordinate the activities of staff.

- B. 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. Make corrections, additions, deletions, and other revisions to maps and documents by converting raster data and vector data, adding annotation information to property layers, and updating and maintaining graphic and text data on the GIS system.

- C. Perform data retrieval and assist associates, other departments and the public, and maintain and update knowledge and skill in GIS mapping.
 - 1. Generate special request maps.
 - 2. Assist surveyors, lawyers, and the public with legal description problems and make appropriate referrals.

ESSENTIAL JOB FUNCTIONS (Continued)

3. Assist with normal maintenance of files and other reference materials.
4. Maintain and update knowledge of field by attending workshops, special training seminars, etc. as required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the Alabama Department of Revenue mapping procedures and standards.
2. Knowledge of principles and methods of tax mapping.
3. Knowledge of Alabama Department of Revenue specifications for property ownership map maintenance program.
4. Knowledge of the principles of management and supervision.
5. Knowledge of basic drafting methods.
6. Knowledge of basic surveying methods and procedures.
7. Knowledge of mathematics including geometry, sufficient to calculate acreage, and conversion of measurement into feet.
8. Ability to communicate orally with individuals such as co-workers, taxpayers, government officials and attorneys.
9. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
10. Ability to read and understand legal documents, maps, aerial photography, basic records.
11. 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.
12. Ability to follow routine oral and written instructions.
13. Ability to maintain and organize information within closely prescribed systems and procedures.
 1. Ability to determine property lines from aerial photos and section lines.
 2. Ability to plan, coordinate, monitor, and review the work of GIS staff.
 3. Ability to establish and maintain effective working relationships with subordinates, supervisor, and the public.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a field related to mapping, civil engineering, etc. plus 5 years of GIS mapping experience, including 3 years as a Mapper II, or an equivalent combination of education and experience.
- Certified as Alabama Certified Mapper (digitized track) through the Alabama State Property Tax Education and Certification program.

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.