

LINN COUNTY CLASSIFICATION

TITLE: CARTOGRAPHIC DRAFTING SUPERVISOR

NUMBER: 870

APPROVAL ORDER

PAY RANGE: 16

NUMBER: 99-531

CATEGORY: MANAGEMENT/EXEMPT

DATE: October 13, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervises and participates in the maintenance of the cadastral mapping system and associated real property records, for assessment purposes.

SUPERVISION RECEIVED: Works under the direction of the Assessor.

SUPERVISION EXERCISED: Exercises supervision over subordinate drafting section personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assign and review the work of subordinates and clerical personnel; check progress of work; provide training and answer procedural and technical questions.
2. Determine Mapping Department policies and procedures within framework set by Oregon Revised Statutes and the Oregon Department of Revenue.
3. Deal with public and other government officials on matters pertaining to Assessor's maps and ownership records.
4. Research ownership problems using the records in the offices of the Assessor, Clerk Recording Section, Surveyor and Circuit Court Records.
5. Process ad valorem tax district boundary changes.
6. Review proposed subdivision, condominium, and planned community plats as required by law.
7. Process State, County and City right-of-way documents.
8. Process map changes resulting from consolidations, segregations and subdivisions.
9. Process Property Classification Memorandums, received from Utility Section of the Department of Revenue (DOR), affecting the assessment jurisdiction of public utility property.
10. Assist (with Surveyor) in preparing legal descriptions for properties to be deeded to County through property tax foreclosure.

11. Update tax code splits with respect to acreage covered by the Forest Protective District. Identify and update records concerning property subject to both Forest Protection and Rural Fire District assessments.
12. Update maps based on new survey and aerial photo information. Create new maps as needed. Maintain and update multiple layers of information in the data base that will be used to produce Geographic Information System (GIS) products.
13. Coordinate with Programmer/Analyst(s) in assessing design of systems and multiple software applications as required by users to meet GIS needs.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

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KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of cartographic drafting and various graphic techniques, including current symbols, nomenclature, techniques and instruments used in drafting and mapping. Thorough knowledge of State Cadastral Mapping Standards. Thorough knowledge of legal descriptions and legal documents affecting real property ownership. Knowledge of real estate law as it relates to deed interpretation, river changes, etc. Thorough knowledge of modern office management techniques and practices. Thorough knowledge of Assessor's Office records and maps. Considerable knowledge of algebra, geometry, and trigonometry. Considerable knowledge of survey methods, techniques and practices. Considerable knowledge of laws governing the assessment and taxation of real property.

Ability to make mathematical calculations rapidly and accurately. Ability to assign, review and supervise the work of subordinates. Ability to use and properly care for drafting instruments and related drafting aids. Ability to prepare, interpret and apply laws, rules and regulations governing annexations, segregations and subdivisions, etc. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with other employees, supervisors, subordinates and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible cartographic drafting experience which included at least three years of experience in an Assessor's Office and one year of experience in a supervisory capacity; and graduation from a two-year college with an Associate Degree in cartography or drafting; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit, use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move up to 30 pounds.