



<p>POSITION DESCRIPTION</p> <p>Records Analyst - Cartographer</p> <p>FLSA Status: Exempt Classification: Executive Salary Grade/Band:</p>	<p>10 June 2015</p> <p>Reports to: Director of IS Revised: _____ Human Resources Initials: _____</p>
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POSITION PROFILE

Performs a variety of advanced level technical duties related to the use of various mapping, drafting and electronic records system software applications and programs as needed to assist in the development and maintenance of county plats, GIS system documentation and electronic records. Performs drafting and mapping of county property.

- GOALS**
- To demonstrate an understanding of hardware systems and software programs.
 - To ensure work performance, effective time management practices, and attention to detail.
 - To articulate and convey information accurately and appropriately to staff and departments.
 - To demonstrate knowledge of technology and other job-related tools.

- ESSENTIAL FUNCTIONS**
- Interprets maps and legal descriptions; updates county map system to show current ownership of property occurring from transfers and "splits"; calculates and writes remaining descriptions using trigonometric analysis; updates working copies and map masters and maintains, updates and integrates various parcel plat, subdivision and lot layers in the county GIS system; calculates acreage for assessment purposes; transfers ownership onto plat maps; transfers information to county assessor's office.
 - Assists the GIS Specialists in collecting data, compilation, preparation and editing of the cartographic and cadastral design; gathering and entering data related to the county's databases, ensuring a successful migration of the information from the paper based platform to electronic systems;
 - Collecting data from various sources within all the county departments and entering the information in existing or new databases; Update, modify and maintain GIS/CAD source drawings; Utilize AutoCAD/GIS software to design, develop, maintain and revise cadastral and specialized maps, create complex graphics as needed; perform digital conversion between various media types; utilize digitizing or coordinate geometry methods in the automation of graphic data;

- Establish and maintain a variety of automated records and files; establish procedures to audit and ensure quality and correctness of electronic records; Provide support and training to users of county electronic records; Analyze and document processes and procedures to properly link COINS, Onbase, GIS and other systems to maximize usability and integrity of county electronic records.
- Performs related duties as required.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in geography, cartography, computer science or related field; and
- Two (2) years of related experience;
- A combination of equivalent education and experience.

LICENSE AND CERTIFICATION

- Must be certified by the State of Utah in Cadastral Mapping;

SKILLS/ABILITIES

- Working knowledge of ArcGIS, AutoCAD, Plats, Property Ownership records, Electronic Records Systems and automatic data-processing equipment; computer capabilities; algebra and related mathematics essential to GIS/AutoCAD and Plats;
- Ability to plan and develop workflow to improve and correct GIS ownership base map; analyze complex records systems to determine possible errors, corrections, missing details and usability issues; analyze a variety of problems and arrive at alternative solutions applicable to computerization, communicate effectively, verbally and in writing; develop effective working relationships with elected officials; technicians, vendors, supervisors, and co-workers.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and have a good command of the English language;
- Must be able to respond professionally to inquiries from departments and Commission;
- Requires skill in the application of both office methods and procedures and technology;

REASONING ABILITY

- Ability to plan and develop logical applications of computer technology to address complex alphanumeric problems; analyze a variety of problems and arrive at alternative solutions applicable to computerization, communicate effectively, verbally and in writing;
- Ability to convey understandable instructions and/or problem resolutions;

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Talking, hearing and seeing essential to job performance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.
- Occasional local travel required.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.