

CADASTRAL DRAFTING SPECIALIST

DEFINITION

Under general supervision, to perform skilled drafting work using manual or automated methods in preparing, maintaining, and updating maps, drawings, tracings, and title sheets for assessment purposes; to compute land areas and boundaries; to assist with the public with problems concerning land area and property locations; to provide mapping and property information to other departments and agencies; to identify documents affecting property ownership; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class. Cadastral Drafting Specialist incumbents are expected to perform skilled drafting work, using either manual methods or automated systems, with minimal guidance and supervision. Also, they should be knowledgeable about the policies and procedures of the Assessor's Office and capable of coordinating mapping and property functions with other agencies.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Interprets legal descriptions of property, metes, bounds, easements, and rights-of-way; makes mathematical calculations, computing land acreage and area.
- Plots land descriptions to accurate scale in the revision, correction, maintenance, and updating of Assessor's Office maps and plats.
- Splits parcels and adjusts lot lines as required by recorded parcel maps and records of survey.
- Files recorded maps and enters them into a database, maintaining proper cross-indexing records.
- Prepares files and maps on recently split properties for correct valuation by appraisal staff.
- Identifies and resolves problems and conflicts resulting from property splits.
- Verifies values on split parcels as assigned by appraisers.
- Operates computerized drafting systems, blueprint copiers, and office equipment.
- Maintains files of maps, charts, and related materials.
- Draws charts and forms when necessary.
- Calculates survey closures on land parcels and compiles related land descriptions for mapping purposes.
- Performs title searches.
- Maintains records of updated maps for other agencies.
- Verifies State Tax Code area charts.
- Tracks and provides information for State reports.
- Analyzes ownership and reappraisal consequences of transferred property.
- Determines the need for property reappraisal, based on transaction of recorded deeds.
- Provides a variety of information and assistance to the public.
- Resolves improper deed descriptions with staff and/or the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; corrected vision sufficient to read detailed information on computer screens, charts, and maps; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, procedures, and functions of the County Assessor's Office.
- Laws, rules, and regulations related to property description, title records, and change of ownership.
- Nomenclature, symbols, methods, and practices, used in property descriptions, map development, and drafting.
- Computerized drafting methods and systems.
- Data base and word processing software.
- Modern office methods and procedures.

Ability to:

- Work independently with little supervision.
- Perform the more complex property record maintenance work required by the County Assessor's Office.
- Coordinate map and property record functions with other County departments and outside agencies.
- Perform difficult drafting and mapping with skill and accuracy.
- Prepare, update, and interpret maps, drawings, charts, plans, and property descriptions.
- Make accurate mathematical calculations in the computation of land areas and boundaries.
- Research title information.
- Prepare and maintain records and reports.
- Understand and carry out oral and written directions.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience performing skilled drafting and property description work.

Special Requirement: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.