

JOB DESCRIPTION

Mapping Tech

DEPARTMENT: Mapping

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Mapping Tech

POSTED DATE: 12/01/22

BENEFITS: Retirement, Longevity, Health, Dental, Vision, LTD, Life Insurance and more

PAY RANGE: \$40,000 - \$48,000

DUTIES & FUNCTIONS

Receive and process building permit data.

Sketch improvements.

Maintain and update mapping and related records.

Discuss and research ownership or mapping related matters with District staff, taxing entities and the public.

Work with deed related instruments. This includes all types of deeds that DCAD receives.

Maintain and/or update ownership of account information.

Research ownership and property identification through various methodologies. Identify and transfer ownership on appropriate accounts(s).

Responsible for ownership and property splits.

Calculate square footage and acreage of parcels in abstract and subdivision.

Create new subdivision records from filed plats.

Occasionally required to do deed research in other counties.

Performs other tasks as assigned.

KNOWLEDGE & SKILLS

The Mapping/GIS Technician I position requires some decision making, which necessitates independent thinking.

Must have a basic knowledge of math, and possess good communication skills both verbal and written.

A complete and thorough understanding of property ownership records is necessary. The employee must be able to discuss requirements for ownership transfers. Must be able to work with the Denton County property records to find deed information.

Occasionally the amount of work in another department will necessitate that the employee be directed to assist that department. The temporary assignment could mean a temporary change in scheduled work hours.

Must possess the ability to read metes and bounds description of property in subdivisions and in abstract and to identify specific property on maps utilized in the department.

Must have strong problem solving and time management skills.

REQUIREMENTS

Education:

Some College Preferred.

Experience:

Basic knowledge of ownership transfer process or related appraisal experience preferred. Should understand legal descriptions in deeds and be able to read a subdivision plat or abstract map.

It is essential to have a high degree of accuracy and be able to work effectively with minimal supervision. Appraisal and clerical errors can cause severe problems for the Appraisal District.

Basic understanding of data represented on building blueprints.

Good verbal and written communication skills are essential. Must be able to communicate with other employees, the public, and taxing jurisdictions on the telephone and in-person. Must be able to distribute information and resolve issues in a professional and polite manner.

Must be willing to collaborate and share ideas and experiences in a group dynamic.

Must have knowledge and desire to follow the District's cultural goals, core values and objectives.

Employees of the District shall not be permitted to perform any type of fee appraisal work and property tax consulting services in or out of Denton County. They are also prohibited from performing any type of real estate activity involving the personal use of the employee's real estate license or broker license within Denton County.

Employees of the District shall not be permitted to engage in outside employment, where such employment may reflect negatively or create an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

SUPERVISION

This position reports directly to their Supervisor and then to the Department Manager. Periodically, directives will be given directly from the Deputy Chief or Chief Appraiser of the District.

This position has no supervisory responsibility over another employee.

WORK HOURS

Normal work hours are 8 am until 5 pm, Monday through Friday. A seasonal flex schedule is offered. Those work hours are from 7:30 am to 5:30 pm, with every other Friday off. Periodically, it will be necessary to work past five and on weekends.

WORK HAZARDS

Majority of the work is performed in a traditional office environment.

At times, lifting of heavy boxes or equipment may be required.



I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description within six months of being hired.

EMPLOYEE: _____

DATE: _____

MANAGER: _____

DATE: _____