

LANE COUNTY
L007
Revised 9/01/99
Updated 12/31/05
*(previous title:
Cadastral/GIS
Technician)*

CARTOGRAPHER/GIS TECHNICIAN

DEFINITION

Maintains the cadastral map system; performs geo-processing (processing information linked to physical location of various GIS components) of property boundary databases, and contributes to the development and maintenance of the Geographic Information System (GIS). Specific duties depend on project assignment assessing reliability and entering documents such as right-of-way deeds, property deeds, recorded easements, plat road plans, subdivision plats, surveys, or other data.

CLASS CHARACTERISTICS

This is the entry/journey level in the Cartographer/GIS series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department supervisor or manager and may receive technical and functional supervision from a Cartographer/GIS Specialist.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Revises and maintains existing cadastral maps using existing manual processes and C.A.D.D.

Creates new maps performing geo-processing using various databases and files which include legal documents such as right-of-way deeds, property deeds, recording easements, surveys, plats road plans, and title transfer instruments. Also reviews private, city, county, state and federal geographic and demographic data sources.

Performs database interpretation and transfer to digital format and inputs data to appropriate GIS systems. This includes ability to evaluate conflicting boundary line measurements and using the most reliable measurement. This may require comparison of survey and deed records.

LANE COUNTY
Cartographer/GIS Technician (continued)

EXAMPLES OF DUTIES (con't):

Uses coordinate geometry to create and align geographic data through bearing rotation and coordinate translation.

Researches questions concerning boundaries and other related matters.

Assists in development of automated procedures for linking the GIS base map to existing database systems.

Utilizes the GIS to generate and print maps.

Creates and updates geographic information which may include cadastral maps, survey records, road networks, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of cartography.

Geographic information systems or computer-aided drafting equipment, software and techniques.

Geobase theory and functions as it relates to provision of services and computer-assisted production of maps.

Legal descriptions, survey and subdivision plats, instruments of title and other records related to mapping property.

Coordinate geometry and spatial data analysis.

Private, city, county, state and federal sources of demographic data.

Applicable rules and regulations as apply to the preparation of maps.

Ability to:

Operate and use various computers, computer-aided devices and software such as graphic workstations, PCs and digitizer.

LANE COUNTY
Cartographer/GIS Technician (continued)

Ability to (con't):

Interpret and translate geographic data using coordinate geometry and spatial analysis.

Conduct research of documents necessary for the construction and update of GIS database.

Evaluate the reliability of input data; read and interpret legal documents, maps and surveys.

Conduct title searches to determine property ownership.

Communicate effectively, both orally and in writing.

Determine and present information in cartographic and statistical formats.

Perform accurate mathematical calculations.

Establish and maintain effective working relationships with the public, other employees, and representatives of other agencies.

Experience and Training

Training:

Associate's degree with major course work in computer science, geography, surveying, engineering, or a related field.

Experience:

Two years' experience working with survey mapping or geographic information systems.

An equivalent combination of experience and training which would provide the applicant with the desired skills, knowledge and ability required to perform the job is qualifying.

Memo outlining job classification title change from Cadastral/GIS Technician to Cartographer/GIS Technician and deminimus changes approved by County Administrator 1/05/06.