

TALLADEGA COUNTY COMMISSION



DEPARTMENT: Reappraisal Department

POSITION: Mapper I

ENTRY LEVEL: Depends on Qualifications

DEADLINE: Open Until Filled

FLSA Classification: Non-Exempt

OVERVIEW:

Responsible for using computer assisted mapping to update and maintain the county tax mapping program. Performs record search activities. Creates new maps for files. Assists surveyors, title workers, attorneys, and property owners, as necessary. Performs other duties as assigned by supervisor

ESSENTIAL JOB DUTIES:

Under the supervision of the Chief Appraiser performs the following duties:

- Logs in deeds, plates and related records
- Performs simple name changes and other entry level mapping duties
- Performs entry level mapping duties under supervision, including copying deeds, wills, plats and related documents
- Performs simple name changes
- Logs vesting instruments in the maintenance mapping register
- Writes simple property descriptions
- Responds to citizens, questions and comments in a courteous, professional and timely manner
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Attends courses and training sessions to become and remain current on the current principles, practices and developments in assigned work areas
- Performs other directly related duties consistent with the role and function of the classifications and other essential job related duties as necessary

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of real estate, appraisal laws, methodologies and procedures
- Some knowledge of mapping procedures
- Ability to operate a personal computer and/or mainframe terminal using standard or customized software applications appropriate to assigned tasks
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions

- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity and inventiveness in the performance of assigned tasks

MINIMUM QUALIFICATIONS:

- A diploma from a standard high school or possess a graduate equivalency diploma, preferably supplemented by additional training in appraisal or real estate function

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Chief Appraiser which establishes objectives, priorities and deadlines

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking.

ESSENTIAL PHYSICAL ABILITIES:

With or without reasonable accommodation, must

- Occasionally lift light objects
- Have sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively and provide computer instruction and training
- Have sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to make changes to maps and make modifications to automated databases
- Have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computerized equipment and maintain a computerized network
- Have sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct surveys of rough or unimproved terrain and inspect construction projects.

ADA COMPLIANCE:

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPPA COMPLIANCE:

The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE:

In accordance of Talladega County’s Substance Abuse Policy of 2012, as amended, all job applicants offered employment will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

LIMITATIONS AND DISCLAIMER:

The above job description reflects management’s assignment of essential functions; it does not proscribe or restrict tasks assigned and is meant to describe the general nature and level of work being performed. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Management has a right to assign or reassign duties and responsibilities to this job at any time as well as reassignment of work location as needed. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for MAPPER I. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____