

# TALLADEGA COUNTY COMMISSION



**DEPARTMENT:** Reappraisal Department  
**POSITION:** Mapper II  
**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. Assists surveyors, title workers, attorneys, and property owners, as necessary. Assists with training of personnel in mapping procedures.

## **ESSENTIAL JOB DUTIES:**

Under the supervision of the Mapper III and/or the Chief Appraiser performs the following duties:

- Maps all deeds and plats within Talladega County for tax purposes
- Generates new parcel numbers and senate file values for new subdivision lots and updates office records
- Updates maps by inputting new subdivision plats, annexations and property splits with coordinate geometry
- Maintains current copies of various mapping information including quad sheets, tax maps, aerial photographic maps and County maps
- Develops and maintains databases of mapping and related engineering information
- Provides mapping and utility information to the public, other County departments and cities within the County
- Maintains files of maps, plats, as-built, projects and other drawings generated and received by the Appraiser's office
- Performs detailed drafting under supervision using COGO and state plane coordinates to create a complete and accurate map
- Resolves mapping problems by gathering input from landowners, developers, legal representatives and surveyors
- Reads reviews/extracts from vesting instruments, including deeds, wills, surveys, Subdivision Plats Corporate Limits, Road Right Of Ways, court documents, divorce documents, aerial photography, field notes and plans in order to check for accuracy, determine revisions, provide accurate maps and verify dimensions of property
- Calculates value, including acreage, coordinates, scales and curve data in order to produce mapping revision data
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions

- 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 meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Responds to citizen's questions and comments in a courteous and timely manner
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Performs other directly related duties consistent with the role and function of the classification

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of Alabama Department of Revenue computer assisted mapping and GIS procedures and standards
- Thorough knowledge of computer systems applied to mapping projects, including Arc Map, Intergraph, , and related computer assisted mapping systems
- Thorough knowledge of database systems related to mapping projects, including Delta, and related systems
- Substantial knowledge of filing systems and office management techniques; must have substantial knowledge of engineering principles and practices
- Some knowledge of surveying principles, practices and techniques
- The ability to read and comprehend information contained in various maps, documents and materials received in public engineering departments
- The ability to develop and maintain information databases
- The ability to maintain base maps and base map information
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- The ability to understand and follow oral and/or written policies, procedures and instructions
- The ability to prepare and present accurate and reliable reports containing findings and recommendations
- The ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- The ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- The ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- The ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Have 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 two years college level courses in fields relating to Mapping, Drafting or Civil Engineering
- Must have some experience in basic mapping operations
- Or must have any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Designation as an Alabama Certified Mapper through the Alabama Department of Revenue Property Tax Education and Certification program
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama
- Pass a criminal background check and/or drug test

### **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 II. 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 \_\_\_\_\_