

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Cadastral Drafting Technician I/II
ALLOCATION: Assessor
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1990
REVISED: April 2013

JOB SUMMARY:

Perform routine to difficult computer-aided and manual drafting work in preparation of a variety of maps for the Assessor's office, including property ownership maps, district maps and land use maps; review legal descriptions and changes of ownership for accuracy prior to updating Assessor's maps; research and analyze various property maps and perform related work as assigned.

Cadastral Drafting Technician I:

Initially under close supervision, incumbents perform the more routine duties while learning County and departmental policies and procedures. This is the entry level in the cadastral drafting series.

Cadastral Drafting Technician II:

Under limited supervision, incumbents are fully competent to independently perform difficult and complex manual and computer-aided map drafting assignments that include complex property and deed document review. This is the journey level in the cadastral drafting series.

CLASS CHARACTERISTICS:

This position reports directly to Assistant Assessor. This class is distinguished from Engineering Technician I/II in that the latter are assigned a variety of inspection, permit processing and related duties in addition to the drafting function.

EXAMPLES OF DUTIES:

Essential:

- Prepare, revise and maintain a variety of preliminary and final drawings, sketches, maps and layouts, using both manual and computer-aided drafting techniques.
- Review legal descriptions and changes of ownership from recorded documents related to real property transfers, lot splits, subdivisions and other property transfers for accuracy and determine whether reappraisal is required; incorporate such information into the Assessor's database.
- Review recorded maps and documents received from the County Recorder's office for changes; make copies of such recorded documents, including legal land descriptions and process them for mapping and incorporation into Assessor's files.
- Correct discrepancies, and maintain official maps and plots; search recorded documents, court orders and surveys to determine correct locations, descriptions, titles and other relevant changes; convert legal descriptions into parcels on map; compute acreage and land descriptions to accurate scale in the revision; perform other arithmetic and geometric calculations.
- Operate map printing machine to generate maps to meet the needs of the Assessor's Office, public, and other County departments.
- Prepare a variety of periodic and special reports regarding land and property transfers.
- Research files and indexes for legal descriptions of property, prior drawings and contracts and other information related to the areas of the assignment; may review legal descriptions of County and private development properties.
- Research and validate intra-family property transfers.
- Update and maintain hard-copy libraries and computer indexes of standard drawings, maps and specifications.
- Review notices of tax-defaulted properties and provide legal descriptions and verify assessor's parcel numbers for such properties.
- Provide information to departmental staff, other County or local agencies, including LAFCO, employees and the public regarding drawings and maps.
- Explain and interpret property descriptions for the public.
- Maintain accurate records and files of work performed.
- Prepare a variety of correspondence related to the area of assignment.

Important

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

- May drive a motor vehicle to visit work sites and/or other agencies to research information and to attend work related classes.

EMPLOYMENT STANDARDS:

Knowledge of:

Cadastral Drafting Technician I:

- Basic principles, techniques, terminology, tools and equipment used in manual and cadastral map drafting.
- Methods, practices, and terminology of computerized mapping systems.
- Mathematics through algebra and geometry to solve drafting problems.
- Hardware and software applications for computer-aided drafting and mapping.
- Basic graphic layout and design techniques.
- Applicable laws, codes and regulations.
- Record keeping principles and practices.
- Computer applications related to the work.
- The format for business correspondence.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Cadastral Drafting Technician II (in addition to the above):

- Techniques for reviewing recorded documents to determine accuracy and the need for reappraisal.
- Legal descriptions, deeds, maps and other technical and legal documents used to identify properties.
- Performing independent research, collecting and summarizing information for the department.

Skill in:

Cadastral Drafting Technician I:

- Performing map drafting work.
- Reading and interpreting a variety of maps, descriptions and other technical documents.
- Interpreting, applying and explaining applicable codes and regulations.
- Using varied computer-aided drafting hardware and software.
- Performing lettering and posting to existing mapping and designs neatly and clearly.
- Making accurate arithmetic calculations related to drafting assignments.
- Maintaining accurate records of work performed.
- Composing standard correspondence related to work assignments.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Cadastral Drafting Technician II (in addition to the above):

- Performing basic to complex map drafting work, including planning layouts, choosing scales and providing appropriate emphasis and accuracy for drawings and maps.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Working without close supervision in standard work situations.

Ability to:

Cadastral Drafting Technician I:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Read and understand information and ideas presented in writing.
- Apply general rules to specific problems and produce answers that make sense.
- Perform mechanical and free-hand lettering, ink tracing, hachuring and tinting.

Cadastral Drafting Technician II (in addition to the above):

- Independently research sources of geographic data and collect, interpret and integrate cartographic data from different sources to prepare map manuscripts.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard

office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment
- Will perform site visits as necessary

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

CADASTRAL DRAFTING TECHNICIAN I:

MINIMUM: Graduation from high school, supplemented by course work in mathematics through geometry, computer-aided drafting, and mechanical drawing or drafting and two years drafting or mapping experience. Closely related education may be substituted for the experience at a rate of two years of experience for one year of education. Consideration will be given to other education and experience which can be demonstrated to provide the required skills and abilities.

PREFERRED: In addition to the minimum, an Associates degree (60 semester units) with major course work in mapping, automated mapping, computer-aided drafting, GIS or a closely related field and experience in computer-aided drafting creating maps from legal descriptions.

CADASTRAL DRAFTING TECHNICIAN II:

MINIMUM: In addition to the requirements at the I-level, one year of experience at least equivalent to the County's class of Cadastral Drafting Technician I.

PREFERRED: In addition to the minimum, an Associates degree (60 semester units) with major course work in mapping, automated mapping, computer-aided drafting, GIS or a closely related field and four years of experience in computer-aided drafting creating maps from legal descriptions with at least one year of experience in an assessor's office..

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Assessor's Approval: Bruce Stottlemeyer
Date:

EEOC: C
WC: 8810.1

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____