

## **CADASTRAL DRAFTING TECHNICIAN I/II**

### **DEFINITION**

To create, revise and maintain County tax plat maps and related records using both manual and computer-aided mapping and drafting; to identify parcels for mapping and to assist the public with parcel identifications; and to perform related duties and responsibilities as required.

**Cadastral Drafting Technician I** is the entry-level position in this series working under close supervision. The position at this level is expected to perform skilled drafting work and most of the duties required of the position at the Cadastral Drafting Technician II level, but are not expected to function at the same skill level and usually exercises less independent discretion and judgment in matters related to work procedures and methods. Assignments are supervised while in progress and fit an established structure or pattern.

**Cadastral Drafting Technician II** is the journey level position in this series working under general supervision. The position at this level performs the full range of skilled drafting work with minimal guidance and supervision. An incumbent is expected to be fully capable of explaining mapping methods and provisions of the Revenue and Taxation Code pertaining to the mapping of real property. Furthermore, incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Assessor-Recorder and lead direction from the Appraiser III.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists in creating, revising, and maintaining tax plat maps and related records for assessment purposes.

Interprets information and material used to modify maps and related records.

Plots or draws changes on maps from map records, right-of-way maps, etc.

Updates tax plats maps, subdivision maps, assessment master maps, and informational maps including new and old road names, land conservation, etc.

May assist in new address assignment.

Operates blueprinting machines, computers, and printers as required.

Makes mathematical calculations, computing land acreage and area.

Assists in research work wherever needed to compile or verify map records and descriptions for staff or the public.

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

Maintains proper cross-indexing records of history tax plats and property split logs.

Recommends purchase of software and hardware for operation of computerized drafting system

General troubleshooting, development and testing of updated computer drafting systems for streamline production.

Performs title searches and maintains records of updated maps for other agencies.

Provides assistance on questions concerning property descriptions, locations, documents, and land areas to the public and other staff.

Helps track parcels included in Land Conservation Act.

Maps and assigns address range for new roads, maintains address records, provides address support to department staff.

Provides updated address information to 911 emergency service departments.

Establishes boundaries for special assessment districts and transfers information to tax plats.

Complete the transfer of information from the state Board of Equalization tax area code maps into the Assessor's plats.

Participates in special projects and problem solving activities.

Provides information to public in regards to map changes, deeds, title searches and other matters.

Verifies state tax code area charts.

Reviews new subdivision maps for appraisal work.

May provide training to other staff.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Nomenclature, symbols, methods and practices used in property descriptions, map development, and drafting.

Modern office methods and procedures.

***Cadastral Drafting Technician II*** (in addition to the above)  
Policies, procedures, and functions of the Assessor's Office

Laws, rules, and regulations related to property description, title records, and change of ownership.

Computerized drafting methods and systems.

Technical operation and principles related to personal computer software and hardware used in drafting and mapping work.

Safe work practices.

**Ability to:**

Perform drafting and mapping with skill and accuracy

Prepare, update, and interpret maps, drawings, charts, and plans.

Read and interpret property descriptions.

Make accurate mathematical calculations in the computation of land areas and boundaries.

Research title information.

Prepare and maintain records and reports.

Understand and carry out oral and written directions.

Maintain effective communications and good relations with the public

Establish and maintain cooperative working relationships.

***Cadastral Drafting Technician II*** (in addition to the above)  
Work independently with little supervision

Perform the more complex property records maintenance work required by the Assessor's Office

Coordinate map and property record functions with other County departments and outside agencies.

Perform difficult drafting and mapping with skill and accuracy with the use of computerized software.

Analyze problems, evaluate alternatives and make sound recommendations.

Operate assigned equipment and tools safely.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

#### ***Cadastral Drafting Technician I***

One year of experience performing skilled drafting work or completion of specialized training in drafting and some work experience with property descriptions. Knowledge of computerized drafting software and methods is highly desirable.

#### ***Cadastral Drafting Technician II***

Two years of increasingly responsible experience performing skilled computer-aided drafting and property description interpretation comparable to that of a Cadastral Drafting Technician I with Mariposa County.

#### **Education:**

High school diploma or GED equivalent.

#### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**