



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Mapping Supervisor	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Assessor	<b>REVISED:</b>	

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**Summary:** Under limited supervision, creates and maintains property maps to accurately describe land ownership boundaries and legal descriptions for tax assessment purposes; supervises Mapping Specialists.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Reviews, investigates, and corrects errors and inconsistencies in data entries, drawings, documents, procedures and reports; creates and deletes land parcel numbers.
- Performs more complex and technical land description revisions, including maintenance of fire, tax and neighborhood boundaries.
- Supervises, trains and coaches assigned staff; prioritizes and assigns tasks and projects; develops staff skills and conducts performance evaluations; reviews, critiques and corrects work of staff, and provides direction and guidance in techniques and procedures.
- Updates and maintains the County's property ownership database records according to department policies and procedures; assists in cleaning up data and making corrections in response to changes and additional data sets; performs quality control checks to assure integrity of data.
- Enters and compiles data; enters data attributes, checks for errors, and verifies accuracy; updates, edits and refines Geographic Information System (GIS) data.
- Designs, draws, and revises maps to match legal descriptions; inputs data into computer system to reflect mapping changes.
- Maintains and updates official maps and plats; searches recorded documents, court orders and surveys to determine correct locations, descriptions, ownership and other relevant changes; converts legal descriptions into parcels on map; computes acreage and land descriptions to accurate scale; performs other arithmetic and geometric calculations.
- Investigates and provides parcel history information to the public and other county agencies; responds to and answers questions and concerns from public and others regarding Assessor's maps, acreage, easements, ownership and tax rate areas.
- Provides assistance to County staff, clients and general public in obtaining information; researches and compiles information, materials and maps.
- Maintains and files workload statistics for reports, legal document, maps and other documents.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of nomenclature, symbols, methods, practices, and instruments used in cadastral drafting and mapping work.
- Knowledge of principles and practices of geographic information systems, including computerized data compilation techniques, data manipulation procedures, and file management standards.
- Knowledge of the principles of Geometry, and mathematical calculations.
- Knowledge of the principles of cartographic technology and GIS application software.
- Knowledge of the principles of property classification including agricultural and soil classification.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of principles and practices of file and records management.
  
- Skill in interpreting land descriptions, maps, drawings, charts, plans and survey records.
- Skill in using mapping and drafting tools and equipment, including cadliner and planimeter.
- Skill in using Realware and GIS application software, including ESRI's ArcGIS and ArcView software.
- Skill in researching and compiling technical information, and maintaining official records.
- Skill in effectively leading staff, and delegating tasks and authority.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

High school diploma or equivalent, AND five (5) year's mapping experience; OR equivalent combination of education, training and experience. Incumbents must have, or obtain within one year of employment, and maintain certification by the Wyoming Department of Revenue as a Property Tax Appraiser.