

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Cadastral Technician

BAND: IT22		CLASS CODE: J23-3022	
DEPARTMENT: Assessor	ACCOUNTABLE TO: Varies	Job Family: Information Technology	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: Incumbents are responsible for reviewing land documents for accuracy, information and research, preparing segregations for assignments of parcel numbers and preparing field maps.			
DISTINGUISHING CHARACTERISTICS: The Cadastral Technician classification is a stand alone classification distinguished by the performance of duties related to the research and preparation of segregations for assignments of parcel numbers and preparations of field maps.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1.	Completes segregations using digital GIS software to auditing, reviewing and analyzing legal documents to determine that the descriptions are correct and taxes are current. Analysis and review of all parcels to ensure accuracy.		B2
2.	Using GIS software, prepares field maps by calculating correct acreage and assigning new parcel numbers to field maps; inputs information into the computer and sends completed segregations to the appraiser.		B2
3	Reviews excise tax affidavits, plats, land surveys, road surveys, aerials, recorded deeds, farm and railroad leases, long and short plats, short plat exemptions and condominiums in multiple media and written document format in order to verify ownership and parcel number;		B2
4.	On a professional level, provides assistance and answers questions for appraisal staff and the public in matters related to land description, ownership and mapping.		B2
5.	Performs other duties as required.		A1
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Drafting and surveying principles and procedures;• Computer record keeping practices;• Grammar, spelling and punctuation;• File maintenance;• Telephone etiquette;• Office practices and procedures;• Customer service techniques.			
Skills (position requirements at entry): Skill in: <ul style="list-style-type: none">• Using a personal computer and related software applications;• Analyzing plats, maps and surveys;• Reading and understanding ordinances and instruments of title;• Drafting and freehand drawing; determining parcels within an annexed area;• Preparing field maps;			

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- Applying customer service techniques;
- Paying attention to detail and accuracy; performing basic mathematical calculations;
- Using office equipment such as telephones, copiers, calculators and fax machines;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and four years of related experience in drafting, surveying; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferred:

Survey experience
Title Examiner
Experience in GIS, Title companies
Experience using GIS software

Licensing Requirements (position requirements at entry):

Some positions may require a current Driver's license and proof of insurance, if requested;
Successful completion of a general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

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Date: 5/98

New Class: 1/1/99

Revised: 07/21

Revised: 12/22