



COUNTY OF NYE

CLASS TITLE: MAPPING ADMINISTRATOR

BASIC FUNCTION:

Responsible to prepare, revise and update maps: review property deeds and other records; maintains the land records mapping system cadastral data which includes assembling source material, verifying accuracy of data, digitizing and entering attribute data and other drafting functions in the Assessor's Office.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares, revises or updates assessors maps, overlays, and other visual records existing maps, surveys, or legal descriptions of property or boundaries using Assessor software applications.
2. Plots and records boundaries, easements, and other information from descriptions in deeds, property descriptions and other sources of information and integrates this information into the GIS database.
3. Computes scales required to increase or decrease sizes of revised maps, computes land areas.
4. Reviews incoming deeds, records of surveys and legal descriptions for possible violations of State Revised Statutes.
5. Resolves problems with difficult property descriptions and discrepancies in legal documents and maps.
6. Assigns Assessor's parcel numbers and maintains appropriate records; responsible for the maintenance for the Assessor's Parcel Map System.
7. Once maps, are recorded, reviews all documents for compliance with State Revised Statutes
8. Reproduces maps and other documents. for the Assessor's office.
9. Create physical addresses for newly created properties, processes address change requests applications. Maintains and geocodes a countywide address system.
10. Responsible for the creation of special overlays and compose plots in support of staff projects and presentations by combining information from a variety of existing digital data within the Assessor's Office.
11. Documents and implements programs and procedures to facilitate the application of the GIS to specific mapping functions associated directly with the Assessor's Office.

12. Notifies the property owners, title companies, surveying firms and other government agencies of records conflicts.
13. Facilitates the resolution of discrepancies; research title of properties, easements, legal descriptions, mining claims, etc.
14. Inputs and proofreads the new map information in the Assessor's software applications.
15. Sends email notifications of updates to the Assessor's plat books to real estate/title companies, surveyors, etc.
16. Reviews metes and bounds descriptions to determine whether description accurately describes parcels of land in degrees, minutes, seconds and feet around the diameter of property.
17. Reviews recorded surveys; checks for accuracy, and adherence to NRS, County Code and other regulations; database processes; performs changes to lines and attributes; creates new parcels and other new features; assigns new APN numbers (Assessor Parcel Numbers) to affected parcels. Interprets applicable laws, regulations and codes to ownership and land division. Troubleshoots and resolves problems with property descriptions and discrepancies in legal documents and maps.
18. Reviews, copies and distributes Assessor's recorded records/documents for Pahrump and Tonopah Assessor's offices.
19. Manages the day-to-day operations of the Assessor's mapping requirements; determines work priorities; develops guidelines and deadlines; working with the GIS Administrator initiates studies on GIS issues; monitors project activities and progress to ensure implementation of comprehensive plans.
20. Works with the GIS Administrator to manage the GIS layers and metadata for Assessor lands records.
21. Works with GIS & Database Administrators to ensure GIS software is maintained, backed up and updated to meet the record keeping requirements of the department.
22. Provides support to the GIS online aerial software applications including the creation of online accounts,

QUALIFICATIONS

Knowledge of principals, practices, and software used in drafting maps, legal descriptions of property, mathematics, and basic office procedures; Knowledge of how to interpret metes and bounds from a legal description or pre-recorded map; Ability to interpret applicable laws, regulations and codes related to ownership and land division. Able to apply ESRI software to reproduce plot boundaries, easements and other visual records using conventional Cadastral mapping techniques to existing maps. Troubleshoots and resolves problems with property descriptions and discrepancies in legal documents and maps of property boundaries.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to graduation from high school or successful completion of GED or high school equivalency exam and an Associate's Degree in GIS, or two years of experience in drafting, drafting maps or other graphic representations of property description or an equivalent combination of closely related training and experience.

LICENSES:

Must possess valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provide supervision to subordinate staff as required.

CONTACTS:

Co-workers, supervisors, department head, and general public, other department personnel, outside agencies.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Dexterity and coordination to handle file and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds, files, stack of paper, reference and other materials; moving from place to place within the office; some reaching for items above and below desk level; strength, dexterity, coordination, and vision to use keyboard, mouse, and video display for prolonged periods.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.