

ESSENTIAL DUTIES of a COUNTY CARTOGRAPHER

- 60% Maintain county assessor's cadastral map system.
This work consists of:
- a. Adding new subdivisions, partition plats and surveys to existing maps.
 - b. Make layouts of complex cadastral maps, plot surveys, deeds on layout maps and tax lot maps.
 - c. Update tax lots and tax records to conform to new subdivisions, miscellaneous instruments of conveyances, and new roads.
 - d. Scan, scale and place map images to real world locations.
 - e. Project DOQs and Tiffs to State Plane coordinates.
 - f. Operates compression software for images that are used by other cartographers.
 - g. Trouble-shoot and modify conversion AMLs to fit with counties map specifications.
 - h. Convert Microstation files to other software file extensions.
- 10% Assist and train other cartographers in mapping procedures and GIS Standards
- 5% Makes decisions regarding adjustments and conflicting information between property boundary surveys, deed descriptions, and assessment records.
- 5% Interprets and plots photographic information as a reference layer from DOQs to base control maps using Mr.Sid software.
- 5% Applies taxing boundary changes. Assists in the administering of ORS 308.225.
- 5% Develops and maintains soil class maps.
- 5% Plots complex base control maps, converts surveys to Oregon coordinates and converting Oregon coordinate bearings to true bearings.
- 5% Miscellaneous:
- Assists in instructing less experienced county personnel in solving problems related to map work and record maintenance.
- Writes reports relating to maintenance of county maps and records.
- Provides assistance to the public and other employees in a helpful, pleasant manner by telephone, correspondence, and in person.
- Other duties as assigned.
- 100%