



## CLASS SPECIFICATION

**Class Title:** Cadastral Mapper I  
**Department:** Recorder  
**FLSA:** Non-exempt

**Class Code:** 2259  
**Grade:** 15  
**Eff. Date:** 03/25/2025  
**Revised:** 03/19/2025

### GENERAL PURPOSE

Under the general supervision of an administrative superior, performs technical drafting work developing and updating ownership maps, property descriptions, base maps, zoning maps, land use maps, and drawings.

### EXAMPLE OF DUTIES

Assists with creating new ownership maps and section maps using a combination of methods that include computer mapping, manual drawings.

Assists with preparing and checking ownership maps and property descriptions from deed descriptions; prepares property descriptions, draws lines delineating new boundaries.

Splits and combines parcels as required by submitted deeds calculating closure, acreage, and dimensions of property lines. Assigns parcel serial numbers to processed documents for taxation identification purposes; interprets deeds and writes remaining legal descriptions; uses traditional methods and geographic information systems (GIS).

Performs abstract and title searches.

Checks subdivision mylars submitted by cities prior to recording, and places newly recorded subdivisions into the record and into the GIS and hard copy plats.

Maintains diverse information layers on the plats and GIS from recorded documents and other sources.

Assists the public, other employees and departments with basic problems relating to legal descriptions, acreage, parcel boundaries, chain of title, etc.

Enters data into a computerized plat database using GIS & other programs.

Receives telephone and personal callers handling any questions or matters of a technical nature and directing others to the appropriate staff member.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High school graduation plus six (6) months of directly related experience or completion of a drafting or GIS technology training program at an accredited educational institution (coursework must have included GIS training); or an acceptable combination of related training/education and experience. Preference given for experience in a county recorder's office, or related real



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estate title or surveying experience.

### 2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### 3. Necessary Knowledge, Skills, and Abilities:

**Knowledge of:** Public Land Survey System (PLSS) township and range, metes and bounds (bearing and distance) legal descriptions, area calculation, drafting procedures and equipment, geometry, and trigonometry, current drafting programs Arc-Info, Arc Pro, and/or AutoCad for Windows), manual drafting. Some knowledge of land ownership and division practices.

**Ability to:** assist in creating ownership maps and section maps using computer mapping, plat ownership maps from property descriptions, make mathematical computations rapidly and accurately, prepare base maps of cities and counties, follow written and oral instructions, communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***