

MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work that involves responsibility for indexing and recording maps and related documents in the County Clerk's Office. Work is performed in accordance with rules and procedures relating to the recording of legal instruments and maps concerned with land parcels, tracts, and surveys. Duties include assisting attorneys, property owners and the general public in location and interpretation of maps and related documents. Work is performed under general supervision of the Deputy County Clerk, with some leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Scans, inputs, verifies, inspects and maintains large and constantly evolving electronic map index and images for the county;

Provides printouts of filed maps when requested or required by the public, title searchers, governmental agencies, attorneys, etc.;

Assists the public, title searchers, governmental agencies, attorneys, etc., in the location and interpretation of filed maps;

Assists Land Record Division in preparing instruments for return to presenters, stamping of liber and page designation, verification of scanning of instruments placed on the land record system;

Acts as courier carrying documents, mail, etc. between County Clerk's Office and other county departments as necessary;

Operates related office machinery such as enlarger printers, computers, scanners and related software;

Performs related general clerical duties;

Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject, and other filing and indexing systems; familiarity with office and filing terminology and procedures; familiarity with legal forms, documents, maps and related terminology; ability to understand and follow moderately

MAP TECHNICIAN (cont'd)

complex oral and written instructions; ability to express ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to establish and maintain cooperative relationships with the public; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years of clerical experience which including typing or was supplemented by a course in typing; or
- c) An equivalent combination of training and experience as indicated in a) or b).