

## ASHE COUNTY JOB DESCRIPTION

### JOB TITLE: TAX MAPPING CLERK

#### TAX ADMINISTRATION

GRADE: 62

#### GENERAL STATEMENT OF JOB

Under general supervision, performs technical work while working with land parcels and the preparation and maintenance of land maps and related records of ownership for the County Tax Department. Work involves making changes to land parcels, and preparing and maintaining land records database to reflect transfers in real property ownership, and posting parcel changes to GIS (Geographic Information System). Employee is also responsible for providing general assistance to the public, County boards, municipal boards, other departments and staff as needed in areas involving land records and tax maps. Employee must exercise considerable accuracy and attention to detail in editing real property ownership records, updating tax maps (website and editable map). Employee must also exercise considerable tact and courtesy when contacting County and municipal officials, and the public. Reports to the Mapping Supervisor.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

Updates real property transfers in real property database, reads recorded deeds to obtain data such as Grantor, Grantee, date of transaction, description of property, location and consideration; contact lawyers or other persons involved with the recorded Deed for clarification as necessary. Ensures the real property's ownership can be transferred according to North Carolina State Law.

Assists interested persons in obtaining data concerning property location, ownership and other information; prepares and provides tax maps as requested, collect fees and provide receipts.

Provides general and technical assistance to the public, County boards, municipal boards, other departments and staff as needed in areas of mapping.

Maintains all applicable Ashe County maps and records; utilizes deed descriptions and other records to divide or combine parcels and to delineate new property lines, amend map layers to reflect changes; and update real property records as necessary.

Utilize database software and GIS software to edit land records data.

## TAX MAPPING CLERK

### ADDITIONAL JOB FUNCTIONS

Perform other related work as directed.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school either vocational courses in GIS or a BS in GIS and one to two years' experience involving clerical procedures and applications associated with a tax department; or any equivalent combination of training and experience which provides the required knowledge, skill and abilities.

### SPECIAL REQUIREMENTS

Obtain certification as a Certified Mapper by North Carolina Property Mappers Association.

### KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of complete title search procedures and able to search using deed references, legal descriptions, maps and a variety of other complex records.

Working knowledge of standard practices, materials and equipment used in land surveying.

Working knowledge of procedures, laws, maps, forms and records used in real estate transfers and their relationships to other tax needs and functions.

Working knowledge of the functions and organization of other sections within the Tax Department.

Working knowledge of geographical area and subdivisions of the County.

Knowledge of GIS applications.

Ability to use common office software including Microsoft Word, spreadsheets and file maintenance programs.

Ability to interpret deeds and transfer the pertinent data to digital maps.

Ability to compute area from property descriptions and maps.

## TAX MAPPING CLERK

Ability to determine errors and inconsistencies in deed descriptions and utilize the information available to achieve the best configuration of a parcel.

Ability to explain and interpret real property transfer policies and methods to the public.

Ability to exercise tact and courtesy in frequent contact with the public.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: must be physically able to operate a variety equipment including computers, typewriters, printers, copiers, calculators, microfilm readers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: requires the ability to read a variety of reports, deeds, forms, maps, surveys, indexes, tax scrolls, etc. Requires the ability to prepare correspondence, forms, maps, receipts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: requires the ability to apply principles of rational systems in order to solve problems and deal with a variety of concrete variables in situations where only oral, diagrammatic or schedule form.

Verbal Aptitude: requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, and tax terminology.

Numerical Aptitude: requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: requires the ability to inspect items for proper length, width, and shape.

## TAX MAPPING CLERK

Motor Coordination: requires the ability to coordinate the hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.