

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CARTOGRAPHER I - ASSESSOR'S OFFICE**

Spec No. 3011

#### **BASIC FUNCTION**

To perform technical mapping work in the Assessor's Office involving a variety of drafting or related assignments.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Researches and compiles data and draws to scale new cadastral maps; obtains maps, recorded documents, surveys and other documents from county departments or other sources and legal descriptions from tax rolls, deeds and official records.
2. Corrects and updates existing maps by adding new plats, segregations, highways, county roads and other changes as received; confirms that legal descriptions are accurate and conform to adjacent properties.
3. Maintains current copies of cadastral maps in counter and field books and other related materials; colors counter maps to facilitate identification of plats; copies maps for distribution to title companies, Treasurer's Office and Snohomish County Public Utility District; copies maps and binds plats for use by office staff and the public.
4. Calculates acreage or square footage of new and existing parcels using mathematical skills, specialized equipment and computer assisted drafting programs as appropriate.
5. Assists counter personnel and members of the public at the counter and on the telephone; answers questions about property configuration, location, area and relationship to other parcels.
6. Provides specialized maps to appraisal staff and other agencies as requested, such as zoning, sewer, water and taxing district maps and aerial photographs.
7. Researches and reviews legal descriptions for office staff as requested.
8. Performs all the duties required of Assessment Mapping Unit Coordinator in his/her absence.

#### **STATEMENT OF OTHER JOB DUTIES**

9. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

One (1) year of vocational or college level education in drafting; AND, one (1) year experience in legal descriptions and cadastral drafting; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- mapping principles and practices;
- basic drafting principles and practices;
- office practices and procedures;
- legal descriptions;
- algebra, geometry and trigonometry.

Ability to:

- learn surveying techniques and practices;
- work independently and under pressure, meet deadlines and cope with interruptions;
- research, interpret and apply data and documents governing mapping;
- understand and execute oral and written instructions;
- communicate effectively both orally and in writing;
- operate mapping, drafting and general office equipment;
- interpret engineering plans and specifications;
- read maps and write legal descriptions;
- establish and maintain effective working relationships with superiors, peers, associates, subordinates and the general public;
- maintain necessary records and prepare required reports.

#### **SUPERVISION**

The employee receives general supervision from the Property Assessment Mapping Coordinator or administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1987

Revised: October 1990

EEO Category: 3 – Technicians

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous