

SNOHOMISH COUNTY CLASS SPECIFICATION

CARTOGRAPHER I

Spec No. 3010

BASIC FUNCTION

To provide cartographic, graphic, cadastral mapping, audiovisual and technical land use planning products and services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews and analyzes site plans and land use permit applications such as conditional use, variances, short plats, preliminary plats and rezones for completeness and compliance with county regulations and ordinances; checks and approves legal descriptions, reviews slope information and square footage and acreage calculations; checks ownership information; calculates development densities; recommends site plan changes; reviews revised site plans as submitted.
2. Provides information and responds to inquiries from developers, county staff, other agencies and the general public concerning the availability of various maps and texts; provides interpretive information on various planning maps and texts; sells and copies maps in person and by mail.
3. Prepares exhibits, displays, maps and other graphic materials for presentations and publications.
4. Sets up audio visual equipment and displays for planning presentations.

STATEMENT OF OTHER JOB DUTIES

5. Drafts changes such as boundary line adjustments, large lot segregation's, short plats and zoning changes on planning maps; conducts research of county records; prepares composite maps of assessor maps and planning maps; updates maps as required.
6. Prepares required lists of property owners for public hearing notices; researches and lists all property owners within the required radius of the hearing parcel; requests mailing lists and mailing labels as needed; drafts locator maps; prepares public hearing notices and arranges for printing.
7. Prepares legal descriptions for county initiated re-zones; drafts maps of affected areas; posts maps as required.
8. Photographs display maps and other exhibits for hearings and public meetings as necessary.
9. Performs related duties as required.

SNOHOMISH COUNTY CLASS SPECIFICATION

CARTOGRAPHER I

Spec No. 3010

MINIMUM QUALIFICATIONS

One (1) year of vocational or college level courses in cartography, drafting, mathematics and surveying; AND, one (1) year of related field or office experience; OR, any equivalent combination of education and/or experience which provides the required knowledge, skills and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- cartographic methods and practices;
- fundamentals of land use;
- fundamentals of reprographics;
- cadastral drafting;
- drafting tools, principles and practices;
- legal descriptions;
- algebra, geometry and trigonometry.

Ability to:

- read, understand and interpret technical data;
- use and maintain equipment and instruments employed in the area of assignment;
- prepare and organize records and reports;
- communicate effectively both orally and in writing;
- understand and execute oral and written instructions;
- establish and maintain effective working relationships with supervisors, peers, associates and the general public;
- work independently and under pressure, meet deadlines and cope with interruptions;
- research, interpret and apply data and documents governing mapping;
- write legal descriptions.

PHYSICAL REQUIREMENT

Must be able to lift fifty (50) pounds.

SNOHOMISH COUNTY CLASS SPECIFICATION

CARTOGRAPHER I

Spec No. 3010

SUPERVISION

The employees receive general supervision from a cartography supervisor or an 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.

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: June 1977 as Graphics/Cartography Technician

Revised: October 1990

EEO Category: 3 – Technicians

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous