

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

BENEFITS: Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

CADASTRAL MAPPER/TRANSFER ANALYST

FINAL FILING DATE:

April 21, 2017
Interviews April 28, 2017

SALARY:
\$4,108 - \$5,318 DOE

Location: Bridgeport, CA

Equal Employment Opportunity Employer

RESPONSIBILITIES

Under supervision of the Mono County Assessor, prepares and maintains GIS parcel data and associated map products as required by the Mono County Assessor and State of California Board of Equalization; analyze and research deeds and other property records for the purpose of appraisals; and performs other work as assigned.

Examples of Duties:

- Produce Assessor Parcel Maps which meet State of California Board of Equalization standards using GIS.
- Maintain, create, and improve GIS-based parcel data using industry standard technologies and approaches.
- Interpret written legal descriptions for physical property and translate said descriptions into mapped boundaries.
- Assist with the maintenance of other GIS datasets which relate to or intersect with parcel data.
- Work closely with the Mono County Assessor, Public Works, and Community Development departments to remain engaged in the map recordation process.
- Coordinate and work closely with members of the Information Technology GIS Division to ensure that data is accurately created and maintained and that regular updates to critical County systems are taking place.
- Post to and maintain the Assessor Parcel Map section of the County's digital static map library.
- Develop and maintain documentation and other standards as needed.
- Search recorded deeds and surveys to determine correct locations and descriptions of properties.
- Compile new property descriptions, add new subdivisions, lot splits, lot mergers, and condominiums to the Assessor's parcel maps.
- Provide information to the public regarding map changes, deeds, title searches, and other matters.
- Analyze recorded and unrecorded deeds, unrecorded contracts of sale, and permits from the U.S. Forest Service to derive the correct Assessor's Parcel Number.

- Research the ownership of each deed, determine how the property is held, joint tenancy, tenants in common, etc.; determine correct percentage of reappraisal to be placed on each deed.
- Interpret letters from the California State Board of Equalization for potential reappraisal of legal entities due to change in control or change of ownership.
- Locate, explain, and interpret technical descriptions of property contained in deeds and assessor's records.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- GIS principles including data types, data layers, basic geographic, analytic, and statistical functions, geographic coordinate systems, and data formatting.
- Principles and practices of data editing and management within ArcGIS Desktop.
- Esri's Desktop product line, beginning at most one release back.
- Esri Personal Geodatabase data model.
- Basic state and local laws pertaining to property description and appraisal.
- Land records, specifically those used for property tax assessment, land surveying, and/or engineering

Ability & Willingness to:

- Manage the County's GIS-based parcel dataset including the creation, maintenance, and clean-up of parcels.
- Produce high-quality maps from a GIS environment which meet California Board of Equalization standards for Assessor Parcel Maps.
- Work closely with individuals in various departments of local agencies (County, Town, etc.).
- Assist with the maintenance of other associated GIS datasets and framework components.
- Skillfully prepare presentations of data, plans, and maps.
- Work alone and in a team environment, with limited supervision.
- Think creatively for the good of the organization and arrive at service oriented solutions.
- Establish and maintain cooperative working relationships.

- Attend appropriate meetings, trainings, and conferences.
- Maintain confidentiality, where necessary.

JOB DETAILS

Location:

Mono County Assessor's Office, Bridgeport, CA

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

A recently completed Bachelor's or Associate's degree or certificate in a field that had formal GIS training as part of its curriculum and two (2) years of experience maintaining GIS data, with some knowledge of parcel management;

OR

A minimum of three (3) years of experience working as a GIS Technician with solid editing and data management skills including at least one (1) year of parcel management experience.

Special Requirements:

Possession of a valid Driver's License.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

THE EXAM PROCESS

The exam process will consist of a practical exam, and a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:

www.monocounty.ca.gov