

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 and spacious desert vistas; quiet lakes and bubbling hot springs; cold mountain streams, winter snows and 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 skiing, snowboarding, or biking 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 shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county

include Topaz, Coleville and Walker, which offer a more quiet and rural way of life, with shopping in nearby Gardnerville and Carson City, Nevada.

Commuting got you down? Looking for a lifestyle change with a great quality of life? The Mono County's Assessor's Office has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life and recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

BENEFITS: • **CalPERS Retirement**

2.5% @ 55 for current members of CalPERS; new members in CalPERS will be enrolled at 2% @ 62.

The employee pays their 7% CalPERS contribution. Mono County **does not** participate in Social Security except for the mandatory Medicare deduction.

TO APPLY

Application materials may be received & returned to:

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

Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.

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
(Assessor's Office)

MCPEA position

FINAL FILING DATE:

Open Until Filled

Salary Range 65: \$4,108-\$5,318 month
\$24.66-\$29.97 hourly

Equal Employment Opportunity Employer

THE POSITION

Under direction, 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 mapping; and performs other work as assigned.

Typical tasks include, but are not limited to:

- 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.

- Locate, explain, and interpret technical descriptions of property contained in deeds and assessor's records.
- Participate in relevant meetings and occasionally travel to conferences and trainings.
- Perform other duties as assigned.

Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator, scanner and fax.

QUALIFICATIONS

Thorough 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.

Working Knowledge of:

- Land records, specifically those used for property tax assessment, land surveying, and/or engineering.
- Physical property legal descriptions (reading and interpreting).
- Local government applications and workflows used to manage land records.
- Enterprise Geodatabase concepts.
- Terminology, symbols, methods, practices, and techniques used for assessor parcel mapping.
- Methods and techniques for resolving conflicts in incorrectly described property.
- Methods and procedures for describing property and zoning boundaries.
- Microsoft Word, Excel, PowerPoint, and Access;

Some Knowledge of:

- Esri Parcel Fabric data model and associated tools.
- Server-based GIS applications.
- Python and server-side scripting and automation tools.
- AutoCAD.

MINIMUM TRAINING AND EXPERIENCE:

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 Bachelor's degree in Geographic Information Systems or related field is required and one year of professional experience in a production capacity in a County Assessor's Office. Special Requirements: Possession of, or ability to obtain, an appropriate valid driver's license.

THE EXAM PROCESS

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably-qualified applicants to be invited to the oral examination. It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, typed, and submitted with your completed employment application.

In addition, a practical exam will be included in the interview process.