

CARTOGRAPHER ROLE

Role Summary

The Cartographer Role consists of two grade levels (11 and 12). Incumbents are responsible for constructing and maintaining the cadastral mapping system and associated ownership information parcel identification, resolution of related matters for one or more regions, and application of Geographic Information System (GIS) technology to the cadastral program. Primary contacts are with the division administrators, regional manager, area manager, management analysts, appraisers, property valuation specialists, county staff, and internal and external customers.

Working Conditions

Long periods of sitting at computer terminal.

Education and Experience

- Grade 11: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and vocational training in drafting, surveying, design, or closely related field and two years of cartography experience. Other combinations of education and experience will be evaluated on an individual basis.
- Grade 12: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and related vocational training in drafting, surveying, design, or closely related field and four years of cartography experience, plus experience with CADD, GIS, or similar computer systems. Other combinations of education and experience will be evaluated on an individual basis.

Department Core Competencies

In addition to the role specific competencies, there are four, department core competencies that all employees are expected to successfully achieve. These are:

- *Interpersonal Skills:* Builds constructive and effective relationships with internal and external customers and is committed to meeting customer needs in a timely and accurate manner. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the department mission.
- *Decision-Making and Accountability:* Considers the department's vision, mission, and values in making decisions and taking actions. Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the departmental business plan or management direction. Uses a combination of analysis, experience, and sound judgment that results in fairness and consistency, while being accountable for actions. When serious ethical issues are at stake, takes all necessary actions.
- *Commitment to Continuous Improvement:* Ability and willingness to continually seek greater efficiency in agency programs, is results driven, and meets changing requirements in work or

direction. Adapts to changing conditions and work responsibilities. Accepts constructive criticism and suggestions and uses them to improve performance.

- *Personal and Work Ethics:* Creates own measures of excellence, and practices what he/she promotes. Sets goals that provide challenges and measures goal attainment regularly. Displays a contagious optimism about the work to be done. Goes beyond traditional ways to address issues despite obstacles or resistance. Is able to generate ideas, fresh perspectives, and original approaches and engages in open-minded thinking. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others to improve the performance necessary to achieve success. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions.

Grade Levels

Each grade level lists the essential duties that describe work performed 50 percent or more of the time (predominant work). Established work plans identify day-to-day tasks.

Grade 11

Predominant/Essential Duties

- Obtain information from within the department; private sources; and federal, state, and local government to maintain cadastral data.
- Participate as a member of the cartography team to share resources and maintain standards and consistency.
- Research, prepare, and construct cadastral data to accurately map parcels.
- Research and assign geocode numbers for parcel identification.
- Obtain and review geocode numbers provided by the department or local government for parcel identification.
- Maintain and/or research cadastral data for counties under Memorandum of Understandings with the department.
- Set up and maintain files of original data sources (maps, tabular data, disks, and remote sense data and images) used for data input.

Grade 12

Predominant/Essential Duties

- Provide parcel maps for property assessment.
- Continuously enhance cadastral information through comparisons, editing, and/or adding data from resource documents.
- Prepare customized mapping for department-related informational requests.
- Interpret and convert deeds, surveys, legal descriptions, right-of-way maps, and similar data into GIS.
- Serve as the primary contact for questions and complaints regarding mapping and ownership related problems.
- Assist in resolution of problems.

Competencies and Degrees of Proficiency

The Competency/Proficiency Chart identifies the role specific competencies, degrees of proficiency, and guidance required for each grade level. Role specific competencies describe the knowledge, skills, and abilities required to perform the essential duties. The degrees of proficiency indicate the difficulty and/or complexity level of the tasks and assignments.

Competency/Proficiency Chart – Cartographer Role

Competencies	Grade 11 Minimal Guidance	Grade 12 Independently
Demonstrated skill and ability to work on multiple tasks.	B	C
Demonstrated knowledge and ability in organization techniques relative to the role.	B	C
Demonstrated ability to provide timely and effective written, oral, and interpersonal communication.	B	C
Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the role.	A	B
Demonstrated knowledge of plotters, Windows-NT workstation, and CD-Writer.	A	B
Demonstrated knowledge of department business processes and ability to apply that knowledge effectively.	A	A
Demonstrated knowledge and application of federal/state statutes, administrative rules, and state policies and procedures relative to the role.	A	B
Demonstrated knowledge of the cartographic process.	B	C
Demonstrated knowledge and skill of cadastral mapping.	B	C
Demonstrated knowledge of mathematics (algebra, geometry, trigonometry).	B	B
Demonstrated knowledge of right-of-way information, maps such as aerial, Government Land Office (GLO), Bureau of Land Management (BLM), U.S. Public Land Survey System, and private surveys.	A	B
Demonstrated knowledge of Geographic Information System software and related data file formats.	B	B
Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results. Follow issues through to completion.	B	C

Degree of Proficiency

A: A degree of knowledge, skill, or ability commensurate with elementary-level tasks and assignments.

B: A degree of knowledge, skill, or ability commensurate with intermediate-level tasks and assignments.

C: A degree of knowledge, skill, or ability commensurate with advanced-level tasks and assignments.

D: An advanced degree of knowledge, skill, or ability commensurate with considerable experience and the application of the competency to non-standard tasks and assignments.

E: The most advanced degree of knowledge, skill, or ability, evidencing complete mastery and understanding of the subject.