



# JOB POSTING

## GIS Mapper / Cadastral Mapping Technician

### Assessor's Office

#### Position Summary:

The GIS Mapper / Cadastral Mapping Technician is responsible for maintaining and updating the County's real property mapping and cadastral records used in the assessment of real property. The successful candidate will work closely with the Assessor, Deputy Assessor, appraisers, and other office personnel to ensure that property boundaries, parcel information, ownership records, improvements, and other geographic data are accurately reflected in the County's assessment and mapping systems.

#### Essential Duties and Responsibilities:

- Maintain and update cadastral maps and geographic information system (GIS) data for real property within Taney County.
- Create, modify, split, combine, and adjust parcel boundaries based on recorded deeds, plats, surveys, surveys of record, legal descriptions, and other official documents.
- Research and interpret deeds, subdivision plats, surveys, easements, legal descriptions, and other real estate documents.
- Ensure mapping information corresponds accurately with the Assessor's property records and assessment database.
- Review property transfers and recorded documents to identify changes requiring updates to parcel mapping.
- Assist with the identification and mapping of new construction, additions, subdivisions, parcel splits, parcel combinations, and other changes to real property.
- Maintain accurate parcel identification numbers and related geographic information.
- Utilize GIS, mapping, property assessment, and other computer software and databases.
- Assist field appraisers and office staff with property location, mapping, parcel research, and related property information.
- Compare aerial imagery, maps, field information, and property records to identify discrepancies or changes.
- Assist with the development, maintenance, and organization of digital and paper mapping records.
- Communicate with property owners, surveyors, engineers, attorneys, governmental agencies, and other members of the public regarding mapping and property record questions.
- Coordinate, when necessary, with the County Recorder of Deeds, Planning and Zoning, GIS personnel, and other governmental offices.
- Maintain confidentiality of sensitive information and follow applicable County policies and procedures.
- Perform other duties as assigned.

#### Requirements:

- High school diploma or equivalent.
- Valid Missouri driver's license or ability to obtain one.
- Experience using computers and common office software.
- Ability to read and interpret maps and other technical documents.

**SALARY:** \$20.00/negotiable depending on experience

**STATUS:** Full Time; 40 hours per week

**Applications will be accepted until the position is filled**

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org).**