



# Rio Arriba County

## **JOB DESCRIPTION VACANCY**

### **MAPPER DRAFTPERSON IV**

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<b>DEPARTMENT:</b>	<b>ASSESSOR'S OFFICE</b>
<b>PRIMARY LOCATION:</b>	<b>ESPANOLA</b>
<b>SALARY RANGE:</b>	<b>C-07 PER SCHEDULE / \$ 17.56 TO \$ 22.56</b>
<b>POSITION STATUS:</b>	<b>FULL TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>NON EXEMPT</b>
<b>POSTING DATE:</b>	<b>04 MAY 2023</b>

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#### **Position Summary:**

Under general supervision of the Assessor, Senior GIS Analyst / Mapping Supervisor or designee. Oversees the ongoing support, design, and development of all maintained maps within Rio Arriba County. Upkeep of digitized and/or hard copy data to support the operation of maps through parcel-level Geographic Information System (G.I.S.) network system on ESRI, ArcGIS and AutoCAD to assure the systems, information and associated applications function and evolve as required.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.*

#### **Duties and Responsibilities:**

- Utilizes existing procedures to create, update and maintain G.I.S. datasets and applications; assist in the update and enhancement of such procedures and proposes and implements new procedures as needed
- Prepares geographic information; develops and maintains digital data for users; performs research to acquire sets of data
- Utilizes a wide variety of Cadastral and G.I.S. base mapping services in creating and manages G.I.S. data to include the design/maintenance of the G.I.S. parcels using legal description and other necessary GIS data
- Maintains and updates property code system for G.I.S. Mapping and assessment maps by scale and orient mapping products
- Create and Maintain Parcel Tracking Sheet in Excel format (scan and hardcopy).
- Computes, plots, updates and interpret all County deeds, surveys/maps and road atlas inventory as needed in accordance with State requirements
- Assists the General public, government agencies and other County Departments in resolving complex mapping questions/projects, including but not limited to acreage and property boundary questions
- Ability to update and maintain property code systems by utilizing Leroy Inkset Lettering Operations
- Revises and maintains computerized map files standards for the continued maintenance of Autodesk, and ArcGIS
- Interprets a variety of real-estate documents, such as surveys, deeds and real-estate contracts



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- Conveys technical information and interpretations of related information on the appropriate use of the G.I.S. data to co-workers or the general public
- Familiar with county wide property location/property ownerships, terrain and topography
- Assists in the evaluation and implantation of G.I.S. project requirements, including work programs and the development and application of quality control procedures.
- Operates and troubleshoots plotters, digitizers, scanners, printer and other production devices
- Assists other departments and outside entities with specialized projects a requested and approved by the Supervisor
- Receives and responds to internal and external requests for G.I.S. and provides Cadastral and GIS base mapping and computer analysis support; produces reports for customers; and provides effective support for customers
- Performs other duties as assigned by Directors/Supervisors/Designee
- Ability to maintain EagleView, ArcGIS online, Egelweb GIS, Tyler Assessor GIS.
- Presents studies and information presentation to the County Commission and/or County Management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

#### **Minimum Qualifications:**

- High School Diploma and/or GED
- Valid New Mexico Driver's license

#### **Preferred Qualifications:**

- Completed courses at an accredited College or University
- Any combination of education from an accredited college or university in a related field and/or direct work experience in this occupation totaling two (2) years may substitute for the required education experience
- Three (3) years' experience in G.I.S./Mapping to include experience with Drafting or G.I.S.
- Any combination of education or experience equivalent a Drafting Certificate, Associate degree plus two (2) years of detailed drafting experience including illustrating, mechanical or engineering

#### **Knowledge, Skills, and Abilities:**

- Has Geographic Information System (GIS) knowledge of principles, practices, methods and technology of cadastral and GIS base mapping and equipment; principles, practices and terminology of manual and computer-based drafting and cartography including describing geographic and topographic features; of principles and practices of managing cadastral data; techniques of complex map drafting and geospatial analysis



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- Considerable knowledge of coding Uniform Parcel Code (UPC), mapping procedures, drafting/drawing and cartographic techniques and terminology
- Knowledge of entering/locating GPS coordinates
- Ability to read and interpret various maps, survey instruments, plans and construction details
- Comprehension of the New Mexico State Statues referenced by New Mexico Property Tax Code
- Must be experienced in Outlook; Microsoft Word/Excel; Internet
- Must be experienced in Tyler Technologies Software date. (Eagle Assessor/Recorder/Treasurer) and In-Code
- Capability to operate, update and maintain Arc-GIS; AutoCad and Eagleview
- Ability to provide courtesy and professional customer service
- Ability to act in an independent and conscience manner using sound judgment
- Ability to maintain confidentiality
- Ability to multitask and meet deadlines
- Ability to communicate effectively, both orally and in writing

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies outdoors.

In addition, work is also performed out in the field throughout Rio Arriba County, during all seasons.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence



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Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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#### **Employment Requirements:**

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

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**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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