

Real Property Lister/GIS Specialist
JOB DESCRIPTION

Classification: Full Time, Exempt

Salary: **\$24.54**

Reports to: **Treasurer**

Date: December 16, 2020

JOB PURPOSE:

The position of Real Property Lister/GIS Specialist will be to serve as the County Real Property Lister, provide technical mapping services to the County, assist the Treasurer and Register of Deeds with property transfer and ownership information, and serve on the Land Information Council to collaborate with other County departments in the modernization of Lafayette County land information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and maintain tax parcel mapping using County GIS software and methods
- Collaborate with other County departments to maintain the integrity of land information as it affects the various codes and ordinances
- Coordinate the County's Certified Survey Map Review process
- Responsible for the Chapter 236 review portion of all submitted Certified Survey Maps per the Lafayette County Land Division Ordinance
- Serve on the Land Information Council to assist the County in developing and implementing land information modernization efforts
- File and index all Plats of Surveys submitted to the Land Information office, both in mapping application and index in the Land Records System
- File and index all Tie sheets (Land Survey Monument Records) submitted to the Land Information Office and renumber using the Romportl method
- After Remonumentation projects, responsible for updating all control points in the GIS software
- After all Remonumentation projects, responsible for remapping all PLSS, Simultaneous Conveyance, Conveyance Division & Tax Parcels Layers in the GIS Software
- Responsible for continued clean-up data from the conversion of the AS400 system to the Land Records System, including attaching document numbers to volume & pages for integration with the ROD system, updating brief legal descriptions to match deed descriptions, combining tax parcels to reflect deed descriptions that are surveyed parcels, and clean up the USPLS of each tax parcel.
- Create and maintain real property ownership records and descriptions
- Create or correct legal descriptions
- Determine transfer of Title from legal documents
- Understand and draw maps of legal descriptions, both by hand and computer
- Split parcels as described on deeds and assign new parcel numbers

- Contact assessors and owners of split parcels in order to determine split values for current year tax bills; update the assessment values accordingly in the Land Records System. Coordinate with the County Treasurer when printing tax bills to make sure split tax bills are created for the year.
- Resolve description problems with property owners and others
- Provide information to both Public and Private sectors on property information
- Resolve complex legal problems on deeds
- Research deeds, CSM's, plats and surveys for correct descriptions
- Work with DOT and DOR in determining correct parcel identification
- Attend Land Information and Real Property Lister meetings and conventions as needed to keep current with changing requirements
- Work with assessors to update all current year assessments, both real estate and personal property, and file the State of Assessment (SOA) and upload XML assessment files to the Department of Revenue for each municipality.
- Print Notices of Assessment, Real Estate Assessment Rolls, Personal Property Assessment Rolls, and other reports necessary for balancing real estate and personal property assessed values with the municipal assessor for each municipality.
- Provide to municipal clerk's information necessary for holding open book and board of review
- Verify and keep track of MFL (Managed Forest Land) parcels and acreages with the Department of Natural Resources (including entering transfers, withdrawals, and orders of designation recorded in the Register of Deeds office into the Land Records System)
- Verify and update all Manufacturing (MFG) values and parcels for the current year assessment roll for each municipality with the Department of Revenue
- In the absence of both the Treasurer and Chief Deputy Treasurer, be in charge of the Treasurer office and perform the necessary duties of the Treasurer (including assisting municipal treasurers with receipting support in January, assisting municipal clerks entering information for all mill rates during tax season, dispersing audit checks, Ag Use Conversion Charge letters, etc.)
- Provide back up support to Treasurer's Office on a daily basis (including processing daily deposits, receipting tax payments, answering phone calls, providing delinquent payoff statements, handling department mail, etc.)
- Assist the Treasurer's office at tax collection time in July
- Provide back up support to Register of Deed's Office (including recording of documents, issuing State Vital Records, answering phone calls, and looking up recorded documents, etc.)
- Such other duties as may be assigned (e.g. create instruction manuals for various processed within the Treasurer's department; created PowerPoint presentation; hold information/training session for instructing the public on new features of the GIS software or Land Records system.)

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate

equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required:

- Experience in GIS mapping, preferably with ESRI products
- Proficient with Microsoft Office products including Word and Excel, and with Adobe Pro
- Experience with Google Suite, including Gmail, Drive, Sheets, Calendar and Meet
- Experience in hand drawn mapping
- Ability to understand and write complex legal descriptions for property
- Familiar with real estate terms and documents including plat books, transfer returns, certified survey maps, and state statues
- Familiar with the PLSS (Public Land Survey System) and the Romportl numbering system
- Ability to work with the public, attorneys, abstractors, appraisers, and others regarding property descriptions
- Ability to calculate acreage and other complex math skills, such as discounts, interest, percentages, proportions, area, circumference and geometry
- Ability to research deeds and other documents in the Register of Deeds office
- Ability to read cursive
- Associate’s degree and one year of mapping or real estate title work required
- Mapping certifications and/or credit hours desired but not essential

SIGNATURES

Employee

Date

Supervisor

Date