



Employment Opportunity

Kittitas County, Washington

POSTED: 1/15/2019

CLOSES: Open until filled

CADASTRAL TECHNICIAN

The current vacancy in the Assessor's Office is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Cadastral Technician maintains Kittitas County ownership records, parcel database and the Assessor's digital parcel layer/plat map boundaries by processing legal documents recorded in the offices of the County Auditor and Clerk. Anyone who meets the qualifications stated below may apply. Screening will commence on 1/22/2019 and continue until a suitable candidate has been filled.

SALARY RANGE: \$3,795- \$4,335 per month.

ESSENTIAL FUNCTIONS

Maintenance of ownership records and digital mapping in geographic information system

- Work Closely with County Planning and GIS staff to process annexations, vacated properties, short plats, exempt properties and other subdivision requests.
- Collect, review and organize legal documents such as contracts, deeds, affidavits and court cases transferring property ownership.
- Determine by legal description, if a document requires segregation of a parcel.
- Advise owner, surveyor, title company or attorney of any discrepancies in legal document writing.
- Modify boundaries on digital maps using ArcInfo parcel fabric environment according to new legal descriptions.
- Troubleshoot ArcInfo GIS when necessary.
- Designate new parcel numbers and map identification numbers.
- Calculate new acreage or square footage and with the assistance of appraisal staff calculate new values according to current appraisal information and for up to seven previous years if parcel is assessed as Current Use.
- Operate TerraScan database system for parcel information; such as, chain of ownership, value, legal description, and sales history.
- Complete routing forms showing ownership and/or segregation for data processing and Treasurer's office.
- Balance new values and acreage to previous amounts.

Review parcels under Open Space and/or Timber programs for compliance with the law and compute compensating taxes, interest and penalties when appropriate

- Receive, approve, process and maintain Current Use and Designated Forest applications according to regulation and approves or denies continuation of classified parcels per audits and sales transactions.
- Contact and coordinate with internal/external offices, agencies and property owners regarding classification criteria.
- Process removal statements and create compensating tax statements for owner, Assessor, and

Kittitas County is an Equal Opportunity Employer

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Treasurer's offices.

- Maintain knowledge of all data processing functions relating to Current Use and Designated Forest programs
- Query source file and extract data.

Process manufactured home documents

- Organize movement permits, title applications, state reports and information from any other source.
- Determine the current and/or previous location of manufactured homes using documents, computer and correspondence.
- Prepare and deliver appraisal sheet with all manufactured home and other appropriate information of the appraisal staff.

Respond to inquiries

- Work closely with Assessor and staff to assist representatives from title companies, attorneys, realtors and members of the public with ownership, legal descriptions, sales, maps, and segregations of taxes and value.
- Respond to written inquiries and provide support to co-workers.
- Interpret legal descriptions and compute acreage.
- Respond to phone or in person inquiries with a general knowledge of Assessor records, legal descriptions, accessing online property information and department functions including policies and procedures.

Other responsibilities

- Assist with the processing of ownership transfers; research to ensure that information related to excise affidavits, parcel numbers, ownership records and legal descriptions is accurate.
- Attend schools, seminars and meetings that educate in the functions of the Assessor's Office.
- Assist the public with obtaining general information that the Assessor's Office provides and completing forms required by the office for various programs.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Two (2) years of college level education/training and two (2) years of full-time experience in a related field required. Relativity may include: GIS/mapping, office administration, real estate title and escrow, etc.
- *Equivalent education and/or experience may be considered in lieu of some of the qualifications above at the discretion of the Assessor*
- Valid WA Driver's License
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Proficient with computers including MS Office Suite, and possess the ability to quickly learn technology specific to the department and/or County.

- Communicate clearly verbally and in writing, including public presentation and training others; proper use of grammar, spelling, punctuation and vocabulary; ability to proofread and edit documents.
- Maintain accurate and accessible records and filing systems within retention guidelines.
- Establish and maintain cooperative and effective working relationships; work courteously and tactfully with customers and employees.
- Plan, organize, and prioritize work to produce an accurate, detailed end product.
- Work effectively under pressure, meet deadlines and handle interruptions.
- Be motivated, self-supporting, and take initiative within position parameters.
- Skilled in general office procedures and practices.
- Knowledge to interpret legal descriptions.
- Knowledge of principles, practices, concepts and techniques of geographic mapping and cartography.
- Ability to maintain necessary records and prepare required reports, maps and documentation.
- Ability to understand and interpret statutes, laws and regulations governing tax statutes and exemptions.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Geographic Information Systems or related field.
- Previous experience utilizing GIS software.

WORKING CONDITIONS

Work is generally performed in an office environment; sitting, standing, walking, and computer use are frequent and can be for extended periods of time; must be able to move from sitting to standing quickly to assist customers; must also be able to kneel, stoop, bend, twist, reach and grasp, use small ladders or stepstools, and operate standard office equipment; must have the ability to lift, pull, push and/or carry up to 25 pounds using proper lifting/carrying techniques; must have sufficient vision to read printed materials and a computer screen, and adequate hearing and speech to communicate clearly in person or over the telephone. Periodic duties may require performance in non-office settings, outdoors, and traveling to multiple County locations. Employee must be able to operate a motor vehicle in a safe manner regardless of location, weather conditions, or level of daylight. Safety rules and regulations must be adhered to at all times.

The work schedule is generally maintained during normal office hours, but could include variation as required. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe a situation in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
2. Describe your experience and training that uniquely qualifies you for the position of Cadastral Technician within the Assessor's Office.
3. Describe your experience explaining procedures to coworkers and communicating with the public or internal clients in person or on the telephone.