

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**MAPPING SUPERVISOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory/technical work associated with adding property to assessment maps and providing general support within the Property Assessor Department. Duties and responsibilities include supervising assigned staff, supervising mapping operations, adding new subdivisions and parcels of land to assessment maps, preparing appraisal cards on each parcel, adding/correcting street and highway information, updating GIS data system and printing maps, providing customer service, researching information, processing documentation, and ensuring splits are correctly priced from existing schedules and performing other duties as assigned. Reports to Chief Deputy Assessor and Property Assessor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Supervises mapping operations and activities.

Assists in preparing departmental budget; monitors expenditures to ensure compliance with approved budget.

Maintains inventory of department supplies; initiates orders for new or replacement materials.

Maps/adds new parcels of land into computerized Geographical Information System (GIS) for entire county.

Prepares appraisal cards which include information pertaining to ownership, property identification/description, deed information, land grades, or other data for each parcel for addition to yearly tax assessment roll; corrects information pertaining to highway plans, city limits, and private surveys on appraisal cards.

Ensures that county information matches records of all adjoining counties.

Inks all map changes onto mylars and into GIS computer system; records map change information with Register of Deed's Office.

Coordinates digitizing of maps with County GIS department; obtains state certification.

Performs customer service functions; provides assistance and information related to county properties, mapping issues, applicable laws and law changes, or other issues; responds to routine questions or complaints; initiates problem resolution.

## **Rutherford County, Tennessee • Mapping Supervisor**

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Performs research functions; researches legal records; resolves discrepancies in information for Assessor's Office using deeds, trust deeds, or other documents.

Processes greenbelt program applications, certifications, and releases; corrects records as appropriate; forwards documentation as appropriate.

Calculates rollback taxes; sends orders to Trustee for pickup of all rollback taxes.

Calculates prorated property values; prepares change orders and change notices and distributes as appropriate.

Interprets blueprints, floor plans, maps, plats, and surveys for office staff and the public; translates sales map and land appraisal information; maintains/translates old maps and records.

Interprets and applies state/local laws pertaining to property assessments; interprets deeds, trust deeds, and legal documents for office use.

Assists with title searches; provides information and property descriptions for tax sales.

Performs field inspections to investigate mapping problems.

Provides new map and parcel numbers to public.

Maintains subdivision and street lists/indexes; applies street addresses from Planning Commission to maps.

Testifies in court as needed in matters pertaining to assessment maps or other issues.

Prepares or completes various forms, reports, correspondence, maps, lists, or other documents.

Receives various forms, reports, correspondence, blueprints, floor plans, maps, plats, surveys, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; researches information in computer database; utilizes Geographic Information System (GIS), database, mapping, or other software programs.

Operates various equipment and tools associated with work activities, which may include a blueprint/map copier, facsimile machine, light table, stereoplotter, planimeter, scales, electric eraser, inking tools, drafting equipment/instruments, or general office equipment.

Performs general clerical tasks, which may include typing documents, copying documentation, sending/receiving faxes, sorting and distributing mail, preparing outgoing mail, or filing documents/records.

Provides notary services as requested.

Assists Planning Department, Building & Codes Department, or other county departments in locating and identifying county property; coordinates information with state-assessed properties (Comptroller's office).

Communicates with supervisor, employees, other departments, county officials, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive information/advice.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in mapping, property assessment, and operation of computerized geographical information systems (GIS) and stereoplotter; supplemented by three (3) years previous experience and/or training that includes mapping, geographical information systems (GIS) operations, compiling/maintenance of property records in a tax assessment office, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

Tasks: helping the public

Surface: concrete floor/ public

Estimated Total Hours: 2 Maximum Continuous Time: 20 minutes

**2. SITTING**

Tasks: computer

Estimated Total Hours: 5 Maximum Continuous Time: 4

**3. LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					X
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

**5. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**6. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Computer, blue print machine, office copier

**7. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		7 hours
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		7 hours



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date