

*Code: 4466*

*Title: PROPERTY TECHNICIAN*

**SUMMARY:** Research, interpret, map (CAD), and transfer ownership information and property improvements for property title records. Assigns Assessor Parcel Number (APN) identification and ownership history to new parcel splits and combinations. This classification is distinguished from Property Technician – Senior by the complexity of property splits and other duties assigned.

**DUTIES/RESPONSIBILITIES:** *(Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor):*

Performs simple metes and bounds property splits or combinations to create new parcels in accordance with legally recorded deed property descriptions and subdivision plats;

Assigns new parcel numbers, determines legal description of new parcels, validates ownership, enter property improvement data and perform detailed data entry into the Parcel Management (TAXM/CAD/GIS) system;

Designs, creates and arrange map elements using computer aided drafting (CAD) to produce parcel overlays on electronic cadastral maps within the Parcel Management (TAXM/CAD/GIS) system;

Transfers appropriate property improvement data and enter other assessment data into the Parcel Management (TAXM/CAD/GIS) system;

Coordinates and communicates technical information to taxpayers, title companies, real estate agencies, attorneys, surveyors, engineering firms and/or other governmental agencies regarding problematic splits/combines, issues of ownership, legal description discrepancies, split/combine procedures and the appeal/assessment process;

Assists with training and development of departmental staff;

Operates computer graphics equipment, adheres to parceling procedures and cartographic standards;

Verifies work for completeness, accuracy and tabulating and documenting work completed;

May resolve multi-parcel splits from lengthy non-rectangular metes and bounds property descriptions;

May develop and perform GIS processing tasks.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- land surveying and legal descriptions;
- procedures for splitting and combining land parcels;
- real estate terminology and instruments of transfer;
- mathematical calculations involving algebra, geometry and trigonometry;
- map symbols, scales, principles of manual and automated cartography;
- software applications including CAD/LIS/GIS;
- standard property appraisal methods, techniques and terminology;
- applicable laws, regulations and guidelines affecting property assessment.

Skill in:

- interpretation of simple metes and bounds legal property descriptions;
- making decisions regarding simple land splits and combines;
- creation and assignment of parcel identification numbers;
- visualizing spatial relationships;
- manual and computer based cadastral mapping techniques;
- title examination and analysis procedures;

- using various software applications including CAD/LIS/GIS;
- MS Windows/Office Suite in a PC environment.

MINIMUM QUALIFICATIONS:

EITHER:

- 1) Three (3) years experience performing real estate title work or property appraisal work that required interpretation of metes/bounds property descriptions.
- OR:
- 2) One (1) year of experience with Pima County as a Title Examiner Specialist or Appraisal Support Specialist

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.