

Code: 4467

Title: *PROPERTY TECHNICIAN - SENIOR*

SUMMARY: Researches and interprets, maps (CAD), transfer of ownership information and property improvements for complex property title records. Assigns Assessor Parcel Number (APN) identification and ownership history to new subdivisions, parcel splits and combinations. This classification is distinguished from the Property Technician classification by the complexity of property splits and related 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 complex 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 correct ownership, and enters data into the Parcel Management (CAD/GIS/CAMA) system;  
Resolves multi-parcel splits from lengthy curvilinear, non-rectangular metes and bounds property descriptions;  
Codes, verifies, edits electronic cadastral maps and creates parcel overlays within the Parcel Management (CAD/GIS/CAMA) system;  
Transfers appropriate property improvement data and enters other assessment data into the Parcel Management (CAD/GIS/CAMA) system ensuring compliance with Arizona Revised Statutes and regulations;  
Coordinates and communicates technical information to support staff, taxpayers and other governmental entities regarding problematic (those unable to be processed) splits and combines, annexations, special districts or property classification issues;  
Reviews records for accuracy and completeness;  
Gathers and verifies classification information regarding the sale of real property;  
Verifies locally and centrally valued assessment data for accuracy and completeness that includes valuation, classification and tax roll corrections;  
Assists in the maintenance of standards, practices, and work measurements and provides regular work status reports;  
Completes special or complex projects as requested by supervisor;  
May perform lead functions and/or assist with staff training and development;  
May develop and perform complex GIS processing tasks.

KNOWLEDGE & SKILLS:

Knowledge of:

- land surveying systems, both manual and automated;
- procedures for splitting and combining land parcels;
- real estate terminology and instruments of transfer;
- procedures to utilize and maintain related databases and automated systems;
- principles/applications of manual and automated cartography;
- software applications including CAD/LIS/GIS, SQL/LISP and COGO routines;
- standard property appraisal methods, techniques and terminology;
- applicable laws, regulations and guidelines affecting property assessment.

Skill in:

- interpretation of complex metes and bounds, curvilinear legal property descriptions;
- making decisions regarding complex land splits and combines;
- creation and assignment of parcel identification numbers;
- manual and computer based cadastral mapping techniques for deciphering and plotting property splits and combines into a CAD system;
- performing cartographic mathematical, financial or statistical calculation functions in relation to property splits and combines;
- title examination and analysis procedures;
- using various software applications including CAD/LIS/GIS, SQL/LISP and COGO routines,
- MS Windows/Office Suite in a PC environment.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of experience performing real estate title work or property appraisal work that required interpretation of complex, legal descriptions.

OR:

(2) Two years of experience with Pima County as a Property Technician, GIS Technician or GIS Cartographer.

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.

Pima County

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