



PINAL COUNTY

Enriching Lives Beyond Expectation

DRAFTING SPECIALIST

Starting Annual Salary Range:

\$36,157.00 – \$40,677.00

Salary is dependent on applicant qualifications

Location: 31 N. Pinal St. Building F Florence, AZ 85132

APPLY AT: www.pinaljobs.com

JOB SUMMARY

Review and process technical documents for the department, scan documents, update database, and provide support for clients under basic supervision.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Review and process technical documents, which describe real property, boundaries, attributes, and ownership and assign parcel numbers for tax assessments.
- Implement parcel splits, combinations, and legal acreage changes and update parcel maps using Geographic Information System (GIS) software and other specialized application software.
- Track technical documents and analyze impact on department codes and records.
- Review technical documents and other records to evaluate data quality and accuracy.
- Update and maintain parcel information and maps for County departments and public agencies.
- Update and maintain the GIS database according to County policies and procedures.
- Correct data and make revisions in response to changes and additional data sets integrated into GIS.
- Assist County staff and provide assistance to clients and the general public in obtaining information.
- Communicate technical information verbally and in writing to county staff, municipalities, professional organizations, and the general public.
- Edit and refine GIS data, update database, and perform quality control checks to assure data integrity.
- Review the surveys and legal descriptions of each lot to assure accuracy, agreement, and that they meet the standards of the minimum of the Arizona Professional Land Surveyors, ARS 11-809, and Pinal County Zoning and Minor Land Ordinances.
- Draw splits in GIS system so the new property lines are visible to anyone within the County.
- Research deeds and other documentation to provide legal access.
- Set up Commission Hearings and make packets to send out.
- Review scanned documents, redact documents, and publish on website.
- Record hearings and convert to notice of hearing notes.

Drafting Specialist

- Research properties for external and internal customers.
- Answer questions and take new applications from customers.
- Prepare files for the MLD project, prepare files and ready for scanning and inspect scanned documents to ensure the documents are in the correct order.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Perform other related duties as required.

POSITION SPECIFIC DUTIES:

- None.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree in Engineering, Cartography, Computer Science, or related field.
- Two (2) years of experience with computerized parcel maps, preferably with Pinal County.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- Valid Arizona State Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of basic concepts of land planning, surveying, and mapping.
- Knowledge of principles and techniques of Geographic Information System software.
- Knowledge of principles of record keeping and records management.
- Knowledge of imaging production equipment, techniques, and quality standards.
- Skill in using GIS software programs and other specialized application software.
- Skill in researching parcel information and performing accurate data entry and mathematical calculations.
- Skill in reading and understanding geographic and technical information in a variety of data formats.
- Skill in professional writing techniques including grammar, punctuation, and typing.
- Ability to provide effective customer service and deal tactfully and courteously with the public.

PHYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, lift, push, hear, speak, and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in a relatively safe, secure, and stable work environment.

APPLY AT: www.pinaljobs.com