

TITLE: Mapping Support Clerk



REPORTS TO:

Mapping Director

GENERAL DESCRIPTION:

Under the direction of the Mapping Director, researches and updates property ownership records in accordance with legal documentation. Assist property owners and other customers, including taxing entity personnel with basic questions regarding transfers of ownership, name changed, etc. Provide support to District staff, local agencies and property owners as required.

MAJOR DUTIES:

1. Identify and modify appraisal records from filed and recorded County Clerk records.
2. Assist property owners, the general public and/or taxing entities with land ownership and boundary information.
3. Other duties and projects assigned by the Mapping Director or the Assistant Chief of Operations to support initiatives of the District.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent with two years experience in an office setting. Professional behavior and appearance required along with a positive attitude and the ability to deal effectively with the general public. Ability to work independently. Must have basic computer knowledge and skills including Microsoft Office products. Knowledge of real estate terminology a must or willingness to learn. Good verbal and written communication skills. Must have the ability to work closely with District personnel and property owners.