MESA COUNTY

General Employment ♦ Position Announcement

POSITION:	Assessment Cartographer - Lead
DEPARTMENT:	Assessor
HOURS:	Monday - Friday, 8:00 a.m. – 5:00 p.m.
HIRING RANGE:	$20.30 - $23.35/hour – DOQ (Non-Exempt)
SALARY RANGE:	$20.30 - $27.40/hour
CLOSES:	Friday, April 20, 2012

Reports to:	Deputy Assessor
Driving Classification:	Marginal (Requires Valid Driver's License)
Management:	Lead Responsibility

The Mesa County Assessor Office would like to open the opportunity to join our team. We currently have an opening for Lead Cartographer and would enjoy meeting with interested qualified applicants.

This position is responsible for updates to the electronic maps using AutoCAD and generates the vouchers which enable the County Assessor's Office to process all land boundary changes (including splits, combinations, subdivisions, and annexations etc.)

Responds to customer service requests regarding title, boundary line, and mineral rights. Provides technical advice and support to assist the staff in providing accurate and timely assessment information. Processes irrigation water information. Creates new districts per recorded documents for allocation of value. Create new tax area codes. Responsible for processing determination of exemption from Division of Property Taxation from the State of Colorado. Responsible for chain of title research. Must read and interpret complex legal documents.

Processes recorded documents. Provides highly responsible and complex administrative and appraisal support to the Assessor's Office

Position is responsible for assigning work to co workers in the mapping department including two Assessment Cartographer, and 1 Administrative Coordinator. Position is responsible for training new employees. Position gives input on performance evaluation, hiring and termination decisions.

TO APPLY: Submit online electronic application with optional cover letter/resume or send completed application packet to Mesa County Human Resources, P.O. Box 20000, Grand Junction, CO 81502-5021. Job posting and application available online at www.mesacounty.us or at 544 Rood Avenue. **Application deadline 5:00 p.m. on Friday, April 20, 2012.** EEO/ADA