



Notice of Vacancy

County Mapper III

Grade XII – Range \$14.91 – \$21.31 (Wage is bases on qualifications)

State Retirement

VSP Vision Insurance

Vacation/Sick Leave & Holiday Pay

Blue Cross Blue Shield Health & Dental

County Paid Life Insurance

Four 10 Hour Day Workweek

Division	Department	Location	Reports To
	Appraisal and Mapping	Dale County Commission	M & A Commissioner

Job Summary

Reviews property ownership transactions in the county abd maintains various map records.

Duties and Responsibilities

Plots land transfers and transactions on county master maps.

Prepares property change forms as required by state and county procedures.

Trains and instructs department personnel as required.

Gathers various legal information concerning changes in property and performs title searches for the progression of ownership.

Makes field visits when necessary to gather correct information.

Plots parcels and surveys according to deeds, wills, court orders and so on. Plots subdivision blocks, lots, and ownership lines and enters the dimensions. Enters all changes on work maps.

Inks specific physical features such as boundary lines, roads, waterways, and so forth according to state requirements. Inks drafting information such as street names and numbers.

Prepares legal descriptions to accompany parcel maps and subdivision plats.

Maintains map books, assists with map location, updates information, and provides reference information as required.

Attends Board of Equalization hearings and provides necessary information. Attends training, seminars, and meetings as required.

Job Specifications

Education

High School diploma or equivalent. Two (2) years of college level courses in fields related to mapping and civil engineering preferred. Special consideration should be given for successful completion of courses offered by IAAO or other organizations related to mapping. Prior training in mapping or work experience in the mapping field will be consideration in lieu of college level education.

Work Experience

Requires five (5) years of practical experience in mapping techniques.

Licenses

Valid drivers license and good driving record.

Preferences

Must have good oral and written communication skills. Need math skills including geometry. Requires intermediate to advanced drafting skills. Needs to be able to operate equipment such as a blue line copier, lettering set, polar planimeter, and calculator.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Dale County Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or Online at www.dalecountyal.org.

Deadline for accepting applications is August 10, 2022.

Dale County is an Equal Opportunity Employer.