



# Burke County Human Resources Job Announcements

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Morganton, NC 28680-0219

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[www.co.burke.nc.us](http://www.co.burke.nc.us)

Position: **Mapping Technician**

**External Posting  
1/26/2012**

Department: Tax Department  
Salary Range: \$25,595.64 - \$39,673.68  
Pay Grade: 15  
**Closing Date: 2-6-2012**

**Description of Work:** An employee in this class performs work involving land transfers, splits, ownership of property, and assures that County orthophoto maps are current and updated on a regular basis. Work includes research into ownership and location, records reconciliation of property lines and ownership with maps, and plotting legal descriptions for tax purposes. Work also includes coordination of research and records preparation. Work is technical in nature and requires an understanding of legal land processes, official land records, deeds, transfers, and the mapping processes. Work is performed under regular supervision and is reviewed through conferences, review of records, files, and maps, and currency and accuracy of land records.

**Knowledge and Skill Requirements:** KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of state and local laws, policies, and procedures regarding property mapping, real estate listing, appraisal, and records management.
- Considerable knowledge of the practices, techniques, resources, and equipment used in drafting and real property research.
- Considerable knowledge of terminology, methods, and forms used in keeping records of land titles.
- Considerable knowledge of the geographic layout of the County.
- Considerable knowledge of surveying and mapping techniques and the ability to read and understand these documents.
- Ability to read and interpret land descriptions and deeds, draw accurate maps to scale, and compute property areas.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with County officials, realtors, attorneys, other departments, and the general public.

**Minimum Training and Experience Requirements:** Graduation from high school supplemented by course work in drafting, mapping, or related technical course work and experience in drafting and working with maps and land records; or an equivalent combination of education and experience.

**Application Process:** Burke County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at the following webpage: [www.co.burke.nc.us](http://www.co.burke.nc.us) **Submit application by 5:00 PM on the closing date to Burke County Human Resources.**

*Burke County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*