

Abstracting/Mapping Technician

General Description:

Abstracting/Mapping Technician has daily contact with the public and must be able to communicate in a friendly and courteous manner both in person and/or on the telephone. It is important that this person be aware that one of their most important functions is to help the taxpayer resolve problems or answer questions in a very respectful manner. They must be able to display patience when faced with adversity. The Abstracting/Mapping Technician should be able to understand the abstracting process. They must be able to read metes and bounds, make copies of maps, compute acreages, and locate property on maps and aerial imagery for the public, appraisers, and taxing entities. They should be able to research ownership from the deed and probate records. They must always be responsible, reliable, punctual, and act in a professional manner. These individuals should understand that they are representatives of the Brazoria County Appraisal District and should act as professionals at all times when performing their duties.

Performance Requirements:

- Is directly responsible to the Abstracting Department Supervisor. Assist the Systems Administrator and the Abstracting Supervisor and keep them aware of any problem areas.
- Coordinate changes with the other departments as required.
- Assist the public in record/map research as necessary.
- Ability to solve complex abstracting/mapping problems.
- Update appraisal workbooks, records as needed. Process splits and combines when processing deeds. Set up new subdivisions.
- Knowledge of how exemptions & agricultural values are keyed in appraisal software.
- Should have a working knowledge of the computer system used by the district and demonstrate proficiency with aerial imagery and all software applications as required.
- Have knowledge and abide by all current Appraisal District Policies and Procedures.
- Assists in other duties/tasks as required by the Systems Administrator or the Abstracting Department Supervisor.

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- Keeps up to date with all training that is required by the Chief Appraiser.
- Promotes and supports the Chief Appraiser/Appraisal District in the everyday dealings with the public and staff members.
- Complies with general safety practices and standards in performing their duties.
- Have knowledge and abide by all current Appraisal District Policies and Procedures.
- Carries out any other duties/tasks necessary to complete the appraisal effort as assigned by the Chief Appraiser.
- Considered a nonexempt employee.

Education and Experience:

- High School Graduate
- Must have experience with the use of a personal computer and the Windows operating system.
- Ability to communicate effectively orally and in writing and to perform mathematical tasks.
- Ability to work effectively with others and the public.
- Ability to work independently.

Benefits:

The Brazoria County Appraisal District offers a competitive salary and benefits package.