

MAP ROOM CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Clerk's Office, and involves responsibility for indexing and recording maps and related documents filed in that office. The duties are performed within the scope of Office rules and procedures relating to the recording of legal instruments and maps concerned with land parcels, tracts, and surveys. The incumbent is called upon to assist attorneys, property owners, and others in locating and interpreting the types of maps depicting property within the County. The work is performed under the supervision of the Deputy County Clerk, with leeway allowed in the exercise of independent judgement in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Indexes, files, and preserves maps filed in the County Clerk's Office;
Produces maps requested by County authorities and the public, answers questions, and interprets the maps as necessary;
Maintains files of maps in the map room for the use by the public;
Keeps cross reference notations of recording instruments and maps forming part of the instruments;
Repairs mutilated map indices and blocks on maps where necessary;
Brings maps to court when requested by court orders;
Photocopies maps for storage or sale to public;
Ensures that maps, town indices, and blocks are properly filed when public finished with them;
Microfilms maps filed in the County Clerk's Office and maintains film filing system;
Makes searches of office records concerning land parcels, as requested;
Operates an enlarger printer to reproduce maps for the public;
Collects money from attorneys, assessors and others for sales of maps;
Records pages and other information concerning maps filed in the County Clerk's Office or Real Property Tax Office;
Prepares simple records regarding sale and storage of maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of filing and indexing of maps and other related legal documents; working knowledge of the terminology used in filing maps and related documents in the County Clerk's Office; ability to read, understand, interpret and file maps relating to real property; ability to follow oral and written directions; ability to meet and deal with the public effectively; accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of clerical experience; one (1) year of which must have involved working with maps, mortgages, abstracts, titles, affidavits, petitions, court summaries, real estate and attorney documents or other legal instruments in a department of municipal government, a law office, or a title company; **OR**
- (B) Four years of clerical experience; two (2) years of which must have involved working with maps, mortgages, abstracts, titles, affidavits, petitions, court summaries, real estate and attorney documents or other legal instruments in a department of municipal government, a law office, or a title company; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Course study in mapping or related field can be substituted for the required experience according to the following formula: 3 credit hours = 1 month of experience

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience.