

Class Concept

Positions in this classification organize, direct, plan, and administer the coordination of a comprehensive program encouraging the modernization and standardization of land records systems now maintained in each county throughout the State, in accordance with all applicable General Statutes and Administrative Rules. The program provides assistances in mapping (manual and automated), uniform indexing, storing and retrieving data on land (location, size, ownership, zoning, permits, liens, value, deeds, and other recorded land record documents). Work responsibilities include establishing greater uniformity in local land records systems, developing standards for indexing land records, developing standards for uniform recording and indexing procedures for maps and condominiums, developing standards for security and reproduction of land records and developing mapping specifications. Responsibilities also include mapping and GIS (geographic information system) assistance to local mapping offices in the State. Provides short-term consultant activities to Registers of Deeds in the areas of mapping responsibilities, office management, auditing functions, procedural and indexing problems. Provides educational workshops to Registers of Deeds offices in each of the (8) Districts in the State. Manages records of boundary changes for municipal annexation ordinances, charters and charter amendments and boundary changes for counties. Represents Department and County Mapping Agencies in mapping matters at the state and federal level. Acts as advisor to Land Records Stake Holder organizations and provide staff assistance to the NC Advisory Council on Electronic Notarization, The North Carolina Electronic Recording Council, and SOS Land Records Advisory Committee. Work includes assistance and guidance to County Registers of Deeds, County Mapping Offices and Tax Assessing Supervisors in photogrammetry, cadastral, soils, utility and topographic mapping, automated and manual storage of land records data; automated mapping systems; and micro-graphics (manual and computer output microfilm (COM). Work involves meeting with local government leaders explaining the program, developing short and long range plans, position is responsible for directing, planning, drafting, and managing the revision of procedural manuals and for the instructional workshops required in making this important transition.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of Land Records and laws governing them.
- Basic knowledge of the structure and function of counties and municipal governments.
- Thorough knowledge of the principles, methods, practices and techniques of mapping, indexing, storing and retrieving data on land location, size and ownership.
- Working knowledge of GIS Cadastral Mapping.
- Good writing and communication skills.
- Good public speaking and teaching skills.
- Ability to establish and maintain effective working relationships with all levels of management and staff in local governmental units and with political leadership of the county or municipality.
- Working knowledge of surveying, mapping, document management, document security.

Minimum Education and Experience

Bachelor's degree in an applicable field of engineering from an appropriately accredited institution and three (3) years of experience in utility operational or regulatory engineering work; or an equivalent combination of education and experience.