

## CHIEF OF CADASTRE

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the overall cadastral functions of the Department of Land Management.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the cadastral programs and activities of the Department of Land Management.

Directs the preparation of surveys and final maps and legal documents of government land.

Reviews and prepares comments on land registration cases as requested by the Attorney General; testifies in court as an expert witness as required.

Approves or disapproves all maps, plots or surveys of private lands in conformance with pertinent provisions of laws and regulations.

Develops and implements land surveying standards, procedures, and specifications.

Represents the director in meetings and conferences.

Maintains records and prepares administrative reports and other requirements.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of geodetic surveying and cadastral mapping.

Ability to administer a comprehensive cadastral program and activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/ implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, rules, and regulations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in land surveying and mapping techniques and methods.

MINIMUM EXPERIENCE AND TRAINING:

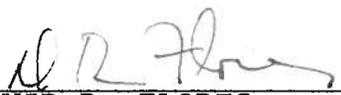
A) Four years of progressively responsible professional surveying experience, two years of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in surveying or related field; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current certificate of registration as a Registered Land Surveyor in one of the states or territories of the United States.

Established: July, 1980

  
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DAVID R. FLORES  
Executive Director  
Civil Service Commission