



Twin Falls County

Property Records & Mapping Technician

SALARY	\$20.04 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202600086
DEPARTMENT	Assessor - Ad Valorem	OPENING DATE	10/13/2026
CLOSING DATE	10/27/2026 10:00 PM Mountain		

Position Information

Apply ONLINE at www.twinfallscounty.org

Job Description

CLASSIFICATION SUMMARY

The Plat/Mapping Technician maintains real property ownership and mapping records for Twin Falls County. Duties include processing deeds, reading and interpreting legal descriptions, updating parcel and ownership records, assisting with parcel boundary changes, maintaining maps, and providing customer service. The position works under the supervision of the Mapping Supervisor.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Reviews and processes deeds and other recorded documents affecting property ownership or legal descriptions.
- Updates ownership, deed history, parcel information, and related Assessor records.
- Reads and interprets deeds, legal descriptions, plats, surveys, and metes-and-bounds descriptions.
- Reviews legal descriptions and performs basic calculations to verify parcel boundaries and acreage.
- Assists with property splits, combinations, subdivisions, lot-line adjustments, and other parcel changes.
- Researches ownership, legal description, acreage, and mapping questions and helps resolve discrepancies.
- Maintains accurate property records, maps, plats, and supporting files.
- Provides customer service to property owners, title companies, attorneys, County staff, and the general public.
- Coordinates with other Assessor staff to ensure ownership, parcel, and mapping changes are accurately reflected in County records.
- Keeps the Mapping Supervisor informed of work progress and problems requiring review.
- Maintains confidentiality and performs work in accordance with County policies and procedures.

SECONDARY DUTIES AND RESPONSIBILITIES

- Updates and maintains parcel maps and related records using GIS and other mapping tools.
- Prepares maps, plat and survey copies, radius searches, and other mapping information for staff and the public.
- Assists with other responsibilities of the Assessor's Office as needed.
- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skills, and abilities needed to successfully perform the position. Training will be provided in County-specific property records, mapping procedures, legal descriptions, and computer systems.

Knowledge of:

- Basic office practices, recordkeeping, and computer applications.
- Basic mathematical concepts and attention to detail.
- Customer service and professional communication practices.

Skill and Ability to:

- Learn to read and interpret deeds, legal descriptions, plats, surveys, and maps.
- Prepare and maintain accurate records, maps, and supporting documentation.
- Learn property mapping, parcel-record procedures, GIS, and County record systems.
- Perform basic calculations and research property ownership and boundary questions.
- Maintain accurate records and organize detailed work.
- Communicate effectively and professionally with coworkers and the public.
- Follow instructions and established procedures and develop the ability to work independently and exercise sound judgment.
- Provide courteous customer service and work effectively as part of a team.
- Maintain confidentiality and a high level of attention to detail.

ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma or GED equivalency is required.
- Experience involving detailed records, legal documents, real estate, title work, surveying, GIS, mapping, or similar work is preferred but not required.
- The County will provide training in property mapping, legal descriptions, deed processing, GIS, and County-specific systems and procedures. An equivalent combination of education and experience that demonstrates the ability to learn and perform the work may be considered.
- Must successfully pass a background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those required to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office environment and requires regular computer use, review of detailed maps and documents, communication in person and by telephone, and occasional lifting or moving of items up to 25 pounds.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>