



Notice of Vacancy

County Mapper Trainee

Grade VIII – Range \$13.49 – \$19.28 (Wage is based on qualifications)

State Retirement
VSP Vision Insurance
Vacation/Sick Leave & Holiday Pay

Blue Cross Blue Shield Health & Dental
County Paid Life Insurance
Four 10 Hour Day Workweek

Department	Location	Reports To
Mapping and Appraisal	Dale County Commission	Mapping and Appraisal Administrator

Job Summary

Under the direct supervision of the Mapping and Appraisal Administrator or other senior mapping staff, the County Mapper Trainee performs various mapping administrative duties and basic mapping functions. Performs other duties as assigned by supervisor.

Job Functions

- Mapping Clerical: Prepares and maintains deed logs. Retrieves records such as deed, maps, cards, etc., from probate., prepare and maintain deed log and perform associated data entry.
- Technical: Using computer assisted mapping, plots parcel using deed description, making line changes, etc. Reproduces tax maps.
- Miscellaneous: Prepares receipts for mapping or copies sold. Prepares general correspondence such as memos and letters.

Duties and Responsibilities

- Knowledge of mathematics and geometry to calculate land and building areas, distances, units of measurements, etc.
- Skilled in English, math, and spelling.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials, and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, and other documents and correspondence.
- Ability to file documents and records.
- Ability to establish and maintain effective working relationships with taxpayers and coworkers.
- Ability to operate standard office equipment including computers, calculator, fax machine, and copier.
- Must be 21 or older and maintain a valid Alabama driver license.
- Must be willing to travel as required for inspections, training sessions, and seminars. May need to use own automobile for travel IF required.

Education and experience requirements

- High School Diploma supplemented with college/technical school level courses.
Within 12 months, complete the Alabama Department of Revenue's Basic Mapping Co

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Dale County Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or Online at [Dale County Commission](#).

Deadline for accepting applications is August 23, 2026.

Dale County is an Equal Opportunity Employer.