

Rahul Norris

☎ (336) 555-7314 ✉ rahul.norris@example.com 💻 linkedin.com/example/raahulnorris 📍 Greensboro, NC 27408

SUMMARY

Land records and GIS specialist with six years of North Carolina property data experience, supporting cadastral maintenance, ownership research, tax administration, and public service. Researches deeds, surveys, wills, **civil actions**, **special proceedings**, and recorded plats to establish ownership and resolve boundary questions. Maintains parcel splits, subdivisions, acreage, **right of way** changes, zoning, labels, identifiers, and cadastral geodatabases. Reconciles CAMA, assessment, recorded instrument, and map information for accurate tax records. Processes **Present Use Value**, exemption, exclusion, and deferment documentation, including field reviews and compliance support. Produces parcel maps, service feature classes, certifications, reports, and plat reviews. Communicates clearly with property owners, attorneys, surveyors, agencies, and coworkers, bringing practical statutory knowledge and dependable documentation to county land records operations.

EXPERIENCE

Senior Land Records Technician

January 2024 - Present

Catawba Valley Public Services

Hickory, NC

Supports county land records, cadastral data, property tax programs, field reviews, and public inquiries. Owns complex parcel updates and documentation workflows while coordinating with staff and professional users.

- Researched deeds, plats, estates, civil filings, and surveys for accurate ownership and cadastral records.
- Processed parcel splits, combinations, subdivisions, right of way changes, acreage corrections, and **parcel identifiers**.
- Reconciled **cadastral geodatabase**, CAMA, recorded instrument, and assessment discrepancies for dependable **tax data**.
- Evaluated exemption, exclusion, deferment, and Present Use Value documentation against program requirements and supporting evidence.
- Conducted **field reviews** and recorded observations supporting eligibility decisions, notifications, and annual compliance activities.
- Explained property lines, acreage, deeds, **tax programs**, and mapping records during public inquiries.
- Prepared source documentation for certifications, reports, **tax calculations**, and county record maintenance.

GIS and Property Records Specialist

May 2021 - December 2023

Blue Ridge Assessment Services

Boone, NC

Managed cadastral editing, ownership research, map production, assessment documentation, and foreclosure research. Connected recorded documents with parcel geometry so staff and public users could rely on consistent property information.

- Edited cadastral features, labels, zoning, acreage, and boundaries for assessment and public maps.
- Researched **deeds**, wills, **surveys**, and plats to establish ownership chains and resolve inconsistencies.
- Prepared **deed certifications** and recurring assessment documentation for state reporting and internal review.
- Verified title and boundaries during delinquent tax and foreclosure research using recorded land documents.
- Produced parcel maps and maintained **government service feature classes** for county operations.
- Supported plat review through recorded documents, parcel geometry, and land record standards.
- Answered **property location** and ownership questions for attorneys, surveyors, **agencies**, and internal departments.

Land Records Clerk

September 2020 - April 2021

Foothills Property Data Cooperative

Morganton, NC

Handled entry, verification, research, and public record support for ownership, parcel, deed, and assessment information. Built dependable foundations in county procedures, tax relief intake, map references, and cross department service.

- Entered and verified ownership, deed, parcel, and assessment data for daily record updates.
- Researched recorded instruments for ownership and **property location** inquiries from public users.
- Compared map references, **acreage**, and **parcel identifiers**, then flagged discrepancies for review.
- Prepared public map and record requests with source attribution and clear record references.
- Supported property tax relief application intake through documentation checks and organized follow up.
- Prepared field review materials using county procedures and available parcel information.
- Coordinated cross department requests so unresolved property questions reached appropriate staff.

PROJECTS

Cadastral Reconciliation Initiative 📅 2024

Reconciled parcel geometry, CAMA values, recorded instruments, acreage, and identifiers. Work improved consistency across county tax and mapping records.

Present Use Value Review Program 📅 2023

Reviewed Present Use Value documentation, field observations, and eligibility details. Organized records for defensible decisions and annual compliance work.

LEADERSHIP & AWARDS

- North Carolina County Real Property Appraiser 1 Certification, earned 2024.
- North Carolina Property Mappers Association Mapper Certification, earned 2025.
- Selected for senior land records responsibilities after consistent ownership research and cadastral quality work.

EDUCATION

Associate of Applied Science in Geospatial Technology

Central Piedmont Community College GPA: 3.5

2020
Charlotte, NC

Coursework: Cadastral GIS, land records research, geospatial databases, cartography

CERTIFICATIONS

- Introduction to Land Records 2021
- Present Use Value Course 2022
- Plat Review Officer Workshop 2023
- North Carolina County Real Property Appraiser 1 Certification 2024
- North Carolina Property Mappers Association Mapper Certification 2025
- Valid North Carolina Driver's License 2025

TECHNICAL SKILLS

- Land Records: Deeds, wills, surveys
- Cadastral GIS: Parcel layers, boundaries, acreage
- CAMA Systems: CAMA data, assessment records, tax values
- Geodatabases: Parcel identifiers, splits, subdivisions
- Tax Programs: Exemptions, exclusions, deferments
- Present Use Value: Eligibility, field reviews, compliance audits
- Plat Review: Recorded plats, boundary checks, certifications
- Property Research: Ownership chains, title review, civil actions
- Mapping Production: Parcel maps, labels, service feature classes
- Reporting: Deed certifications, state reports, bond justifications
- North Carolina Law: Machinery Act, tax statutes, county procedures
- Field Operations: Vehicle operation, site observations, property verification

SKILLS

- Deed research
 - GIS editing
 - CAMA
 - Parcel mapping
- Plat review
 - Field review
 - Tax programs
 - Data entry
- Boundary research
 - Acreage updates
 - Ownership records
 - Property inquiries
- Geodatabase editing
 - Present Use Value
 - North Carolina law

PROFESSIONAL AFFILIATIONS

- North Carolina Property Mappers Association, professional member.
- County land records and assessment practitioner network, collaborative participant.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST