



Rahul Norris

Land Records Mapping Specialist

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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

Catawba Valley Public Services 📅 January 2024 - Present 📍 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

Blue Ridge Assessment Services 📅 May 2021 - December 2023 📍 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.

STRENGTHS

- 🔍 **Ownership Research**
Tracing a quiet chain of deeds, wills, and surveys often resolved questions before they became costly disputes.
- 📖 **Cadastral Accuracy**
Parcel edits connected geometry, acreage, and identifiers, giving staff cleaner records for tax and public service work.
- 👥 **Public Service**
Patient explanations helped owners, attorneys, and surveyors leave difficult property conversations with clearer next steps.
- ♥️ **Tax Program Review**
Careful document checks supported fair exemption, exclusion, deferment, and Present Use Value decisions.
- 🚧 **Field Verification**
A short field review frequently revealed details that office records could not show, strengthening later decisions.

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

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Senior Land Records Technician at Catawba Valley Public Services (2.7 Years)
- GIS and Property Records Specialist at Blue Ridge Assessment Services (2.6 Years)
- Land Records Clerk at Foothills Property Data Cooperative (7 Months)

Land Records Clerk

Foothills Property Data Cooperative 📅 September 2020 - April 2021 📍 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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST