

Jurisdictional Class: Competitive
Adopted: June 6, 1988
Revised: July 30, 2010

SENIOR TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work of a technical nature involving the maintenance of tax maps in a digital format. Work is performed under the general supervision of the director with wide leeway allowed for independent judgment in the organization and implementation of technical work in accordance with predetermined policies. Supervision is exercised over the work of subordinate employees. The incumbent performs administrative tasks assigned by the Director dealing with technical fields other than tax maps. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in searching records and deeds to establish the basis for transfer of properties;
Supervises and participates in mapping deed and surveys to facilitate tax assessment activities;
Supervises, reviews, and analyses tax maps for compliance under the rules and regulations for Real Property Tax Administration;
Supervises the technical work of employees in the Real Property Tax Service Office;
Supervises deed and field work and research to assist assessors and in the solution of mapping problems;
Supervises and uses computer programs in the maintenance of computerized county mapping and for the production of maps for the public;
Supervises the digitizing of data for input and maintenance of the county-wide digital database;
Consults and cooperates with local assessors, surveyors, lawyers, realtors, and general public in resolving property line problems and providing general information and interpretation of maps;
Makes field inspections to solve complex problems;
Computes correctly the acreage involved in each change for the information of assessors;
Provides technical assistance on legal matters;
Assists in special work projects including but not limited to sales analysis, neighborhood analysis and development of land tables.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and principles of geographic information systems;
Thorough knowledge of drafting and the use of drafting instruments;
Good knowledge of office management, terminology, practices, and equipment;
Good knowledge of deeds, wills, court partitions, and other property records;
Good knowledge of mathematics including plain trigonometry;
Ability to read and understand tax maps;
Ability to supervise the work of others;
Ability to get along well with others;
Sound judgment.

Senior Tax Map Technician

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the field of Engineering, Surveying, Geography, Environmental Science, or related field, with at least six (6) credit hours in GIS class work, and one (1) year of computerized tax mapping experience utilizing a Geographic Information System (GIS); or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in the field of Engineering, Surveying, Geography, Environmental Science, or related field, with at least six (6) credit hours in GIS class work, and three (3) years of tax map experience; one (1) year of which shall have included computerized mapping experience utilizing a Geographic Information System (GIS); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of tax mapping experience; one (1) year of which shall have included computerized mapping experience utilizing a Geographic Information System (GIS); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Completion of six (6) college credits of GIS class work can be substituted for each year of experience.