



TAX MAP TECHNICIAN

Jurisdiction Class: Competitive
Civil Division: County
Adopted by YCCSC: 10/6/1986
Revised by PO: 3/3/2017
Revised by PO: 10/22/2019

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the accurate plotting and mapping of changes in property lines on a tax map. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and maintains digital property maps and related databases;
Creates and maintains new subdivisions;
Maintains parcels of land, new transfers, and other records and files showing property lines;
Computes acreage involved in each change for information of assessors;
Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;
Locates parcel information such as geographic location and property lines for abstractors, assessors, attorneys, realtors and others;
Interprets descriptions of conveyance shown on maps for information of assessors and property owners;
Performs field checks to assist with the solution of mapping problems;
Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map;
May operate a data entry machine to enter and/or verify data for computer use;
May utilize hardware and/or software associated with a Geographic Information System (GIS);
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard practices, techniques, materials and equipment used in computer aided mapping;
Working knowledge of mathematics including plane geometry;
Ability to correctly identify and transfer property lines to maps as described in deeds and legal documents;
Ability to use GIS software to review, query, retrieve, and print property map information.
Ability to understand and interpret complex oral and written information;
Good judgment;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in engineering or architectural technology; OR
- b) Graduation from high school or possession of a high school equivalency diploma and two years of experience in surveying, drafting, or sub professional engineering work involving drafting; OR
- c) Four years of experience in surveying, drafting, or sub professional engineering work involving drafting; OR
- d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

None are required.