

## SENIOR TAX MAP TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves researching, plotting and updating tax maps maintained by the County and coordinating subordinates' work. Work is performed under general supervision in accordance with policies determined by the Director of Real Property Tax Services with some latitude for organizing and administering the work. Limited supervision is exercised over the work of Tax Map Technicians, such as delegating and reviewing work and training employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Delegates and reviews the work of technical employees in the Real Property Tax Service agency;  
Reviews and participates in searching records and deeds to establish the basis for transfer of properties;  
Reviews and assists in plotting and mapping changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's office;  
Provides copies of current tax maps to local Assessors, the County Clerk, Treasurer and other designated officials;  
Gives information to the public regarding tax maps;  
Reviews deeds, wills, court petitions, surveys and maps filled in the County Clerk's office to determine the changes that will occur in property lines;  
Reviews deeds to determine whether changes are necessary in tax maps;  
Coordinates the maintenance of maps, records and other files;  
Performs field work in connection with the solution of mapping problems;  
Consults and cooperates with local Assessors in resolving parcel boundary problems.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of deeds and other property records;  
Thorough knowledge of office management, terminology, practices and equipment;  
Thorough knowledge of the principles, tools and materials used in mechanical drawings;  
Good knowledge of mathematics including algebra, geometry and trigonometry;  
Working knowledge of State and development laws as they related to reading tax maps;  
Ability to operate drafting equipment with strong emphasis on computer aided drafting;  
Ability to read, revise and understand tax maps;  
Ability to interpret and analyze parcel description data;  
Ability to supervise the work of others;

Good judgment;

Integrity;

Accuracy;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**   Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction or civil technology, civil engineering, resource development or a closely related field and one year of experience in title searching, assessing, drafting or surveying work involving the laying out or mapping out of property lines; OR
- B) Graduation from high school or possession of an equivalency diploma and three years of experience as indicated in A) above; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and (B) above.