

## **TAX MAP TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the accurate plotting and mapping of all changes in property lines throughout the County. Under direct supervision, an employee in this class uses drafting, detailing and scaling techniques to assist in the preparation of drawings and maps. An employee in this class may be required to make a detailed check and search of available property records to obtain information required for property plotting and mapping. Work may involve a variety of office maps and drawings and reproducing materials on office printing machines. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plots and maps all changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's office;  
Computes acreage of land parcels, mathematically or by use of measuring devices, for the Assessors;  
Checks and compares early records to correctly identify parcels or portions thereof intended to transfer title;  
Interprets descriptions of conveyance shown on maps for information of property owners and attorneys;  
Confirms identity of property described on early tax rolls and other records as assessed prior to the adoption of tax maps.

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

Good knowledge of deeds and other property records;  
Good knowledge of office terminology, practices and equipment;  
Good knowledge of the principles, tools and materials used in mechanical drawings;  
Working knowledge of Computer Aided Drafting (CAD);  
Working knowledge of mathematics including algebra, geometry and trigonometry;  
Working knowledge of State and development laws as they related to reading tax maps;  
Ability to read, revise and understand tax maps;  
Ability to interpret and analyze parcel description data;  
Ability to get along well with others;  
Good judgment;  
Integrity;  
Accuracy;

**MINIMUM QUALIFICATIONS:**

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