

Jurisdictional Class: Competitive
Adopted: April 8, 1974
Revised: August 20, 2010

TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work involving the maintenance of tax maps in a digital format. The work is performed in accordance with predetermined policies and under general direction. A wide latitude is permitted for organizing and carrying out the technical work of the office. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maps deeds and surveys to facilitate tax assessment activities;
Reviews and analyzes tax maps for compliance under the rules and regulations for Real Property Tax Administration;
Conducts deed and field research to assist assessors;
Assists public in calculating acreages and defining boundaries and provides general information on interpretation of maps;
Maintains tax maps and associated records to comply with assessment standards;
Uses computer programs in the maintenance of computerized county mapping and for the production of maps for the public;
Digitizes data for input and maintenance of the county-wide digital database;
Makes field inspections to solve difficult problems;
May perform minor repairs or maintenance on office equipment such as changing paper, reading meters, etc;
Assists surveyors in the acquisition of deed information;
Compares deeds to determine whether changes are necessary in the tax maps;
Computes correctly the acreage involved in each change for the information of the assessors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the practices and principles of geographic information systems;
Some knowledge of office terminology, practices, and equipment;
Knowledge of deeds, wills, court partitions, and other property records;
Some knowledge of mathematics including plain trigonometry;
Ability to read and understand tax maps;
Ability to establish and maintain successful relationships with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State college or university with an Associate's Degree in Engineering, Surveying, Geography, Environmental Science, or related field and two (2) years of tax map experience; one (1) year of which shall have included computerized mapping experience utilizing a Geographic Information System (GIS); or

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(b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of tax mapping experience; one (1) year of which shall have included computerized mapping experience utilizing a Geographic Information System (GIS); or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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