

Department: Real Property  
Classification: Competitive  
Grade: \_\_12\_\_

SPEC DISK C4  
DOCUMENT 32

### SENIOR TAX MAP TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the maintenance of the County tax maps. This is technical and supervisory work involving the supervision of the work of technical employees in the real property tax services agency. Work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting some latitude for organizing and administering the work. The incumbent does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises the work of technical employees in the real property tax service agency;
- Supervises and participates in searching records and deeds to establish the basis for transfer of properties;
- Supervises 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 public regarding tax maps;
- Reviews deeds, wills, court petitions, surveys and maps filed 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;
- Supervises 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:

Good knowledge of the principles, tools and materials used in tax map preparation and maintenance; good knowledge of office management, terminology, practices and equipment; good knowledge of deeds and other property records; ability to read, revise and interpret tax maps; ability to supervise the work of others; ability to interpret and analyze parcel description data; ability to get along well with others; sound judgment; initiative; 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 Degree in engineering or architectural technology and one year of experience in drafting or surveying work involving the laying out or mapping out of property lines; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).