

Department: Real Property  
Classification: Competitive  
Grade: 12

SPEC DISK BA  
DOCUMENT 02

### TAX MAP TECHNICIAN I

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Real Property Tax Service Agency and involves responsibility to perform skilled technical office and field work in the preparation and maintenance of tax maps. The incumbent is responsible for the accurate plotting and mapping of property line changes and maintenance of related records. The work includes deed research and occasional field work required to ascertain ownership of alienated or unknown parcels, property descriptions, and solutions to mapping problems. An incumbent works with relative independence under the general supervision of the Tax Map Technician II or other supervisor who provides advice and assistance in unusual or difficult cases. The work is reviewed for accuracy, completeness, and conformance with applicable state specifications. The incumbent does related work as required.

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

Plots changes in property lines from deed descriptions onto maps using computerized drafting software and geographic information system plotting;  
Updates ownership records, input sheets, and file content sheets for computer processing;  
Provides information to attorneys, surveyors, property owners on changes or errors which may affect assessments;  
Assists in the establishment of procedures for GIS system, application and database development, management, acquisition, maintenance, revision, documentation, and distribution;  
Reconciles and integrates new data with pre-existing digital base map files;  
Plots new subdivisions and parcels, calculates parcel areas, road frontage, dimensions, and center coordinates and records appropriate information on deeds and related records;  
Contact other county departments, attorneys, surveyors, abstractors, realtors, and the public to interpret maps, obtain information, and resolve discrepancies in records;  
Checks and searches property records and tax maps to obtain information required for mapping, locates parcel information for abstractors, assessors, attorneys, and the general public;  
Aids in GIS system and application design and development;  
Updates GIS system and application software with revisions, modifications, or new releases;  
Assists in the integration and analysis of spatial and non-spatial data files in GIS applications;  
Aids in review and analysis of digital map files, including tax maps for compliance with state, federal, and industry standards, guidelines, statutes, or rules and

TAX MAP TECHNICIAN I - Continued

regulations;

Prepares final manuscripts, generates new maps at larger scales, and reproduces maps and deeds as necessary for public, other county departments, or professional individuals and organizations;

Aides in development and maintenance of digital spatial data files and tax map digital conversion projects;

Prepares non-digitized maps for digitizing;

Assists in maintaining files and records as original maps, forms, base manuscripts, aerial photography, and other information related to the mapping section;

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;

Digitizes and edits map features;

Assists in the analysis and resolution of GIS data, software, or hardware problems;

Trains staff and other users in GIS software and applications;

Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map;

Interprets descriptions of conveyance shown on maps for information of assessors and property owners;

Assists in the acquisition of digital spatial data files from available sources;

Maintains GIS metadata and related activities.

Performs field checks to assist with the solution of mapping problems.

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

Good knowledge of the principles and practices of drafting; good knowledge of basic mathematics and plane geometry as applied to drafting computations; working knowledge of geographical information system application to plotting property lines; ability to correctly identify and transfer property lines to maps from descriptions in deeds and other documents; ability to reproduce maps at various scales; ability to perform close detail work involving considerable visual effort and strain; ability to understand and interpret complex oral and written information of a technical nature; ability to develop and maintain digital spatial data files; ability to participate in tax map digital conversion projects; ability to review and analyze digital tax map data files for compliance with NYS Rules and Regulations for Real Property Tax Administration; ability to integrate and analyze spatial and non-spatial data files in GIS applications; ability to analyze and resolve data, software, or hardware problems incurred during GIS project implementation; ability to train staff and other users in GIS software and applications; ability to supervise subordinate personnel; ability to assist in GIS application development, the acquisition and distribution of digital spatial data files .

and the maintenance of GIS metadata; related knowledge, skills, and ability; skill in use of computer plotter and polar planimeter; knowledge of and ability to use GIS software; computer literacy.

PROMOTION QUALIFICATIONS:

Five (5) years of permanent competitive status as a Real Property Tax Services Aide/Data Collector.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering technology, urban planning, landscape architectural engineering technology, architectural technology, or related field and two (2) years of experience in drafting or surveying work involving the laying out or mapping of property lines, including the development and maintenance of GIS data files; or

(b) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as outlined in (a) above;

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

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