

Department: Real Property
Classification: Competitive
Grade: 13

SPEC DISK BA
DOCUMENT 03

TAX MAP TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Real Property Tax Service Agency and involves responsibility to perform supervisory and skilled technical work in the coordination of tax mapping activities. The incumbent supervises and participates in the tax mapping activities of the department and is responsible for quality control of work products within the framework of established policies and under the general supervision of the Director of Real Property Tax Services. Supervision is exercised over Tax Map Technicians and related staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in plotting of changes in property lines, new subdivisions and parcels on maps and final manuscripts;
Provides assistance and advice to assessors, attorneys, surveyors, realtors, and the general public in regard to use and understanding of tax maps and other records;
Supervises the maintenance of maps, records, and files, and reviews the work of subordinates to ensure map revisions are properly made and documented and that files are revised and updated;
Supervises and participates in searching records and deeds in the County Clerk's, Surrogate's, and Treasurer's Offices to obtain information required for tax mapping;
Supervises the acquisition, development, maintenance, revision, and distribution of digital spatial data files;
Supervises reconciliation and integration of new data with pre-existing digital base map files;
Coordinates acquisition of digital spatial files from available sources;
Supervises and performs preparation of non-digitized maps for digitizing; digitizing and editing of map features;
Oversees development of procedures for GIS system, application and database development, management, acquisition, maintenance, revision, documentation, and distribution.
Supervises tax map digital conversion projects;
Confers with other county and state departments, with other tax map technicians, lawyers, engineers, and town officials to resolve boundary problems and deed discrepancies;
Establishes tax map procedures, methods, and schedules;
Discusses new techniques and procedural changes with Director;
Locates parcel information for abstractors, assessors, attorneys, and general public;
Assigns work to technical staff, trains new staff, and provides assistance and advice on complex problems; Plots complex mapping problems;
Confers with local assessors in the resolution of parcel boundary problems;
Performs occasional field trips to resolve difficult boundary problems on tax maps;

TAX MAP TECHNICIAN II - Continued

May attend meetings, seminars, conferences, and workshops to keep up to date with new developments and tax map technology;
Reviews and analyzes digital map files, including tax maps, for compliance with state, federal, and industry standards, guidelines, statutes, or rules and regulations;
Oversees integration and analysis of spatial and non-spatial data files in GIS applications;
Oversees analysis and resolution of GIS data, software, or hardware problems;
Oversees the maintenance of GIS metadata.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of drafting and of related instruments; good knowledge of basic mathematics and plane geometry as applied to drafting computations; good knowledge of methods used in researching property records; good knowledge of principles and practices of supervision; ability to read, interpret, prepare, and maintain tax maps; working knowledge of the principles and procedures for GIS application development; ability to read and interpret deeds and other property records, and transfer property lines from descriptions to maps; ability to reproduce maps at various scales; ability to communicate effectively, both orally and in writing; ability to perform detail work involving considerable visual effort and strain; ability to plan, assign, and review the work of others; ability to use GIS software such as ArInfo, ArcView, MapInfo, or AutoCadMap; ability to use a micro-computer; ability to plan and supervise, coordinate, and participate in the development and maintenance of digital spatial data files, GIS application development, tax map digital conversion projects, the acquisition and distribution of spatial data files, and the maintenance of GIS metadata; 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 supervise and participate in the training of staff and other users in GIS software and applications; computer literacy.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering technology, urban planning, architectural technology, landscape architectural technology, or related field and for four (4) years of experience in drafting, or surveying work involving laying out or mapping of property lines, including the development and maintenance of GIS data files; one year of which was in a supervisory capacity; or

(b) Graduation from high school or possession of an equivalency diploma and six (6) years of experience as described in (a) above, one year of which was in a supervisory capacity; or

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

