

Department: Real Property
Classification: Competitive
Grade: 9

SPEC DISK C2
DOCUMENT 3

TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for plotting tax map changes in property lines. This is a technical position involving responsibilities for the accurate plotting and mapping of changes in property lines on a tax map. Basic data is obtained from property transfers records, aerial and other tax maps and direct field observations. The work is usually performed under the supervision of a Senior Tax Map Technician. Supervision may be exercised over the work of a Draftsman. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plots and maps tax map changes to scale by using of drafting machine, protractor and various scales;
Computes acreage involved in each change for information of assessors;
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;
Interprets descriptions of conveyance shown on maps for information of assessors and property owners;
Performs field checks to assist with the solution of mapping problems;
Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and principles of drafting and the instruments used; working knowledge of mathematics including plane geometry; ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; ability to understand and interpret complex oral and written information; sound judgment; initiative, integrity; good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Open to employees with nine (9) months experience in the title of Draftsman in the County Tax Map office.

OPEN COMPETITIVE: 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) Completion of two years of a regionally accredited or New York State registered college or university course leading to a bachelor's 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

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(c) Graduation from high school or possession of a high school equivalency diploma and four years of experience in drafting or surveying work involving the laying out or mapping out of property lines; or

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