

Essex County Announces

A vacancy for the position of Tax Map Technician I

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.co.essex.ny.us/jobs.asp

VACANCY: ESSEX COUNTY DEPARTMENT OF REAL PROPERTY

SALARY: \$22.70/HR.

*****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay*****

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.

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.

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
SEPTEMBER 7th, 2021***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

08/26/2021