

SENIOR TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for tax maps maintained by the county. Work is performed in accordance with policies determined by the Director of Real Property Tax Services I and/or the County Treasurer permitting some latitude for organizing and administering the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

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; using digital mapping tools;

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;

Reconciles and integrates new data with pre-existing digital base map files;

Consults and cooperates with local assessors in resolving parcel boundary problems;

Receives tax payments and conducts tax searches;

Processes Certificates of Residency and any other related items as required by the County Treasurer or Director of Real Property Tax Services I.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, tools and materials used in digital 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 interpret and analyze parcel description data; ability to get along with others; good judgment; initiative, integrity; accuracy; 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
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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS, Cont'd:

and concentration; 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 train staff and other users in GIS software and applications; ability to assist in GIS application development, the acquisition and distribution of digital spatial data files and the maintenance of GIS metadata; ability to use GIS software.

MINIMUM QUALIFICATIONS:

EITHER:

- A.** Possession of an Associate's degree in Engineering, Architectural Technology or Computer Systems and Networking AND three (3) years of full-time paid experience in an office supplying real property tax assessment services, in a position providing opportunity for learning techniques for identifying and plotting property parcels;

OR:

- B.** Five years of full-time paid experience in an office supplying real property tax assessment services, in a position providing opportunity for learning techniques for identifying and plotting property parcels;

OR:

- C.** An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 11/13/09

Revised 12/22/25

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.