SENIOR TAX MAP TECHNICIAN

DISTINGUSIHING FEATURES OF THE CALSS: This is technical and supervisory work involving responsibility for digital tax maps maintained by the County. Work is performed in accordance with policies determined by the Director of real Property Tax Services permitting some latitude for organizing and administering the work. Supervision is exercised over the work of Tax Map Technicians.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- 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 digital mapping changes in property lines from deeds, wills, court petitions, foreclosures, surveys, and maps filed in the County Clerk's office;
- Provides copies of current maps to local assessors, the County Clerk, Treasurer, and other designated officials;
- Provides information to public regarding tax maps and works with public in resolving parcel boundary problems;
- Supervises the review of deeds to determine whether changes are necessary on tax maps;
- Reviews deeds to determine whether changes are necessary on tax maps;
- Supervises the maintenance of maps, records, and other files;
- Performs field work in connection with the solution of mapping problems;
- Consults and cooperates with local assessors in resolving parcel boundary problems;
- Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS: Good knowledge of the principals, tools, and materials used in digital tax map preparation and maintenance; good knowledge of office terminology, practices and equipment; good knowledge of deeds and other property records; ability to read, revise and interpret tax maps; 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 identify and transfer property lines to maps from descriptions in deeds and other documents; ability to reproduce maps at various scales; ability to participate in tax map digital conversion projects; ability to review and analyze digital tax map data files for compliance with state regulations; ability to integrate and analyze spatial and non-spatial data files in GIS applications; ability to use GIS software and applications; ability to assist in the acquisition and distribution of digital date files.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

(A) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in land surveying, engineering, architectural technology, or related field and one (1) year of experience in CAD or GIS mapping or surveying work involving the laying out of computerized mapping of property lines; **OR**

(B) Three years of experience in CAD or GIS mapping or surveying work involving the laying out of computerized mapping of property lines; **OR**

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

Competitive Class
Revised 8/20/2008 PO