# TAX MAP TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS**:  This is responsible technical work involving the maintenance of tax maps maintained by the County in a digital format.  The work is performed in accordance with policies determined by the Director of Real Property Tax Services and under the supervision of a Senior Tax Map Technician.  A wide latitude is permitted for organizing and carrying out the technical work.  The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES**:  (Illustrative only)
-Maps deeds and surveys to facilitate tax assessment activities;
-Reviews and analyzes tax maps for compliance under the rules and regulations for Real Property Tax
   Administration;
-Conducts deed and field research to assist assessors;
-Assists public in calculating acreages and defining boundaries and provides general information on
   interpretation of maps;
-Maintains tax maps and associated records to comply with assessment standards;
-Uses computer programs in the maintenance of computerized County mapping and for the production of
   maps for the public;
-Provides data for input and maintenance of the County-wide digital database;
-Makes field inspections to solve difficult problems;
-May perform minor repairs or maintenance on office equipment such as changing paper, reading meters, etc;
-Assists the public, surveyors, & Abstractors in the acquisition and interpretation of deed information;
-Compares deeds to determine whether changes are necessary in the tax maps;
-Computes correctly the acreage involved in each change for the information of the assessors;
-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.

**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 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 correctly 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 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 use GIS software and applications; ability to assist in the acquisition and distribution of digital spatial data files.

**MINIMUM QUALIFICATIONS:  Either:**

**(A)** Graduation from a regionally accredited or New York State college or university with an Associate's
   Degree in Engineering, Land Surveying, GIS technology, or related field; OR

**(B)** Graduation from high school or possession of a high school equivalency diploma and two (2) years of
   tax mapping experience; one (1) year of which shall have included computerized mapping experience
   utilizing a Geographic Information System (GIS); OR

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

**NOTE:**  Completion of six (6) college credits of GIS class work can be substituted for each year of experience.

Revised by Personnel Officer 10/26/2007, Competitive Class
Revised 9/7/2016 Personnel Officer