

REAL PROPERTY SYSTEMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the efficient operation of the tax map office and for the maintenance of the county tax map within a county. Work is performed in accordance with policies determined by the Director of Real Property Tax II permitting wide latitude for organizing and administering work of the office. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the work of technical and clerical employees in the office; 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; Supervises and participates in searching records and deeds in the County Clerk's and Surrogate's office to establish transfer of properties; Supervises, reviews and analyses tax maps for compliance under the rules and regulations for Real Property Tax Administration; Supervises and utilizes computer programs in the maintenance of computerized county mapping and for the production of maps for the public; Supervises the digitizing of data for input and maintenance of the county-wide digital database. Consults and cooperates with local assessors, surveyors, lawyers, realtors, and general public in resolving property line problems and providing general information and interpretation of maps; Provides technical assistance on legal matters; Makes field inspections to solve complex problems; Compares deeds to determine whether changes are necessary in tax maps; Supervises the maintenance of maps, records and other files; Makes periodic reports on work of office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office management, terminology, practices and equipment used in real property tax; Thorough knowledge of real property tax software programs and data bases; Thorough knowledge of deeds and other property records including tax maps; Thorough knowledge of practices and principles of geographic information systems; Good knowledge of mathematics; Ability to supervise the work of others; Ability to get along well with others; Good judgment; Initiative; Accuracy; Good physical condition.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma AND
- B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering or Technology, Surveying, Cartography, Photogrammetry, Architectural Technology, Geography, Environmental Science or related field with two (2) years experience in a position that included tax map duties such as plotting, drafting, or land surveying OR:
- C) Graduation from a regionally accredited or NYS registered college or university with an Associate Degree in Engineering or Technology, Surveying, Cartography, Photogrammetry, Architectural Technology, Geography, Environmental Science or related field with four (4) years of experience in a position that included tax map duties such as plotting, drafting, or land surveying OR;
- D) Six (6) years experience in a position that included tax map duties such as plotting, drafting, or land surveying.

Adopted 12/7/2020