

TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work involving the production and maintenance of tax maps including the plotting, mapping and drafting of property lines and other features either manually or through the use of a computer. The work is performed under general supervision in accordance with predetermined policies and procedures. Incumbents may supervise the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews and searches records and deeds to determine what changes to tax maps are required; Plots and maps changes in property lines; Determines dimensions and computes acreage of parcels; Montages parcels in a given tax map area; Determines physical features such as roads and water courses to be entered on tax maps utilizing aerial photographs and other sources; Constructs inked drawings and/or computer generated tax maps; Numbers and labels parcels and tax maps utilizing a standard system; Consults with assessors, GIS personnel and others regarding tax map changes; Provides the public and others with a variety of information regarding tax maps and related records.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of drafting including the use of computers to draft tax maps; Working knowledge of mathematics including plain trigonometry; Good knowledge of deeds, wills, court partitions and other property records as they relate to tax maps; Ability to read and understand tax maps; Ability to understand and interpret complex oral and written information; Ability to deal effectively with others; Good judgement; Accuracy in detailed work; Initiative; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a New York State high school equivalency diploma, and
- B. Three years of responsible experience in sub-professional engineering, drafting, surveying or related work one year of which must have involved laying out or mapping property lines.

NOTE: Completion of college courses in engineering or completion of courses in a technical or community college in engineering or architectural technology or related field which includes course work in drafting can be substituted for the experience set forth in (B) above on a year-for-year basis.

Revised 9/29/97; 10/8/97

Reviewed 12/17/04; 11/28/18