

DEPARTMENT: REAL PROPERTY TAX SERVICE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 21, 2012

REVIEWED: SEPTEMBER 21, 2015

TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves accurately plotting and mapping all changes in property lines throughout the County. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. Under direct supervision, an employee in this class uses drafting, detailing and scaling techniques to assist in the preparation of drawings and maps in accordance with Part 9 of the New York State Rules and Regulations for Real Property Tax Administration. An employee in this class may be required to make a detailed check and search of available property records to obtain information required for property plotting and mapping. Work may involve a variety of office maps and drawings and reproducing materials on office printing machines. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plots and maps tax map changes to scale by utilizing geographic information systems (GIS) and other software and manual procedures using protractors and various scales;
2. Evaluates property records and tax maps to correctly identify parcels or portions intended for transfer and/or of title;
3. Interprets resource data which includes but is not limited to: deeds, land contracts, IDA PILOT leases, wills, court petitions, foreclosures, affidavits, surveys, subdivision filings, highway appropriation and acquisition maps, aerial digital imagery, and historical atlas information;
4. Computes acreage of land parcels, mathematically or by use of measuring devices for assessors;
5. Locates parcel information such as geographic locations and property lines for abstractors, assessors, attorneys, realtors and others;
6. Interprets descriptions of conveyance shown on maps for information of assessors and property owners;
7. Maintains, edits, and creates all feature classes of the Niagara County geodatabase;
8. Assists assessors, abstractors, attorneys, realtors, property owners and others with the identification, interpretation and problem solving of the GIS data and maps;
9. Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map;
10. Digitizes, maintains and plots accurate computer generated drawings;
11. Maintains metadata, cleans topologies and creates shapefiles for intra-department purposes, online mapping, and the New York State Clearinghouse.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, tools and materials used in mechanical drafting and drawing; good knowledge of deeds and other property records; working knowledge of mathematics including algebra, plane geometry and trigonometry; working knowledge of State and development laws as they relate to reading tax maps; working knowledge of Geographic Information Systems (GIS); ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; ability to understand and interpret complex oral and written information; ability to read, revise and understand tax maps; ability to interpret and analyze parcel description data; ability to get along well with others; accuracy; good judgment; initiative; integrity; good address; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Real Property Tax Services Aide in the Niagara County Real Property Tax Services Department immediately preceding the date of exam **and** must meet the following open competitive qualifications.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma;

- AND:** 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering, cartography, construction or civil technology, civil engineering, GIS or closely related field;
- OR:** 2. Completion of thirty (30) credit hours in engineering, cartography, construction or civil technology, civil engineering, GIS or closely related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees;
- OR:** 3. Two (2) years of full-time paid experience in engineering, surveying, drafting, or GIS and geodatabase work.