

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
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Ulster County Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

#87567 SENIOR TAX MAP SPECIALIST

OPEN-COMPETITIVE EXAMINATION

LAST DATE FOR FILING APPLICATIONS: June 13, 2024

EXAMINATION DATE: July 13, 2024

SALARY: The starting salary is currently listed at \$35.85 per hour.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Land Surveying, Engineering, Geographic Information System (GIS) or a substantially similar degree and two (2) years of full-time paid work experience in traditional mapping, surveying or drafting, one (1) year of which must have included the use of computer-assisted mapping or Geographical Information System (GIS); **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Land Surveying, Engineering, Geographic Information System (GIS) or a substantially similar degree and four (4) years of full-time paid work experience in traditional mapping, surveying or drafting, two (2) years of which must have included the use of computer-assisted mapping or Geographical Information System (GIS); **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma and six (6) years of full-time paid work experience in traditional mapping, surveying or drafting, two (2) years of which must have included the use of computer-assisted mapping or Geographical Information System (GIS); **OR**
- D. An equivalent combination of the training and experience as indicated in A, B and C above.

Note: Paid, part-time work experience will be considered on a pro-rated basis.

Where College is a requirement, you will be expected to submit college transcripts no later than JULY 29, 2024 or you will be unconditionally disqualified. If college transcripts are already on file with our office, indicate this on your application. Once submitted, college transcripts will be held on file in our office for a period of TEN YEARS. Transcripts need not be official copies; However, they must contain ALL information necessary to qualify you for this position.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Please visit www.naces.org to view and access acceptable companies providing this service; you must pay the required evaluation fee. Please note the verification company must be a NACES member.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work preparing and maintaining the current condition of the Ulster County tax maps pursuant to Real Property Tax Law 503 and the procedures established by the Ulster County Real Property Tax Service Agency (RPTSA). The incumbent works with other departments, and agencies to coordinate the use of tax maps in the development of the Ulster County Geographic Information System (GIS). The work is performed under direct supervision of the Director of Real Property Tax Service Agency, and in cooperation with administrative staff and municipal assessors. General supervision is exercised over Tax Map Specialists. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Mathematics, including algebra, geometry, and trigonometry

These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

Deed descriptions and legal documents related to real property

These questions test for the ability to read, analyze, and perform computations based on real property deeds, tax maps, and survey maps and for knowledge of the basic terminology and legal requirements presented in real property deeds and documents.

Computer-assisted drafting (CAD) technology

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

Computer-assisted mapping, including basic geographic information system (GIS) applications

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has **NOT** prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATORS: "Unless specifically prohibited, candidates are permitted to use NON-PROGRAMMABLE quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits.

You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Applications **MUST** be filled out electronically within the Ulster County Civil Service Examinations Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions within the REMARKS text box on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations.

When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

Please indicate your intentions within the REMARKS text box on the application for examination.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

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ORIGINAL COPY: YELLOW

ISSUED: May 13, 2024

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