

SENIOR TAX MAP SPECIALIST

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Revises, updates and corrects Ulster County tax maps in Geographic Information System (GIS) format, in order to maintain the tax maps current conditions;

Coordinates tax map revisions with municipal assessors to assure the concurrence of assessors and conformance with assessment rolls;

Coordinates with Ulster County Geographic Information System (GIS) staff to assure data integrity;

Processes Real Property Transfer Reports (RP-5217) in cooperation with administrative staff and municipal assessors;

Maintains the Ulster County Real Property Tax Service Agency (RPTSA) parcel history database in order to update ownership, deed, acreage, parcel number and other information pertaining to the transfer of ownership and parcel revisions;

Processes subdivision map certification forms in cooperation with the Ulster County Department of Finance and the Ulster County Clerk's Office;

Provides assistance and information by answering questions regarding tax mapping and resolving tax map issues to the public, public officials, professionals and other Ulster County departments;

Conducts research of deeds and maps to obtain information necessary to resolve tax mapping issues and communicates such with property owners, surveyors, attorneys and others;

Assists the Director of Real Property Tax Service Agency in developing and updating policies and procedures for tax mapping;

Supervises the work of, and assigns work to Tax Map Specialists;

Provides assistance as needed in the county tax sale auction process;

Trains and assists staff in the use of tax maps and maintenance of the parcel history database.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of tax mapping policies and procedures; good knowledge of computer-assisted digitally formatted tax maps; good knowledge of Computer-aided Design (CAD) and drafting; good knowledge of deeds, wills, court petitions and other real property records; good knowledge of mathematics used in preparing and maintaining real property tax maps; working knowledge of computer-assisted mapping software; ability to learn, utilize and train others in a variety of software packages and network systems for data base management; ability to get along well with others; good judgement; initiative; integrity; accuracy; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: 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.

ULSTER COUNTY
6615 SR TM SPEC
Classification: Competitive
6616 STMS HLP
Classification: Non-Competitive
Grade: 16
Union: CSEA

Adopted: December 30, 1999
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