

## TAX MAP SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical work involving the maintenance of tax maps. The work is performed in accordance with predetermined policies and under general supervision with wide latitude permitted for organizing and carrying out the technical work of the office. The work may involve the training and supervision of subordinate employees. 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.

Plots and maps all changes in property lines from deeds, wills, court proceedings, foreclosures, surveys and maps filed in official offices of records;

Computes the acreage involved in each change for the information of the assessors;

Computes size and acreage of land parcels for the preparation and maintenance of tax maps;

Interprets description of conveyance for plotting property lines and maintenance of mapping;

Performs field work to verify property lines and location of properties to be mapped;

Furnishes information to public regarding photos, maps and records;

Performs searching of deeds and other records;

Maintains compliance to New York State standards of technical specifications;

Makes contact with technical and professional people to obtain information that will assist in resolving boundary line disputes, mapping and related problems.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices and principles of drafting; good knowledge of the use of drafting instruments; good knowledge of deeds, wills, court petitions and other real property records; good knowledge of the mathematics used in preparing and maintaining real property tax maps; working knowledge of computer-assisted digitally formatted tax maps; working knowledge of office management, terminology, practices and equipment; ability to read and understand tax maps; ability to learn computer-assisted mapping such as digitizing plotting, interactive editing and labeling; ability to supervise the work of others; ability to get along well with others; good judgement; initiative; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or higher degree, in Drafting and Design Technology or a substantially similar degree and three (3) years, of full-time paid experience in plotting

and mapping property lines on tax maps, or plotting and mapping deed descriptions for a land surveying firm; **OR**

- B. Completion of a certificate program in Geographic Information Science (GIS) Technology, or a substantially similar program, and four (4) years experience as described above; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma, and five (5) years experience as described above; **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  
7165 TX MP SPEC  
Classification: Competitive  
Grade: 13  
Union: CSEA

Adopted: December 30, 1999