

TAX MAP SURVEYOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the work of the tax map section of the county tax service agency, for the preparation of maps, and for conducting land surveys. The work is carried out in accordance with the professional standards of the field with leeway allowed in decisions requiring independent professional judgement. Work is performed under the general supervision of the director of the tax service agency. May supervise 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, and other related activities not described.

Assigns and supervises the work of technical employees in the office and field;

Supervises the work of Tax Map Technicians and other personnel engaged in preparing or revising the tax map;

Reviews possible errors with taxpayers, their attorneys and surveyors, renders decisions, directs amendment and makes amendments to tax maps and related records;

Performs and supervises searching of deeds and other records in the various offices of record;

Reviews deeds, surveys and maps to establish location and changes of location of property lines for tax mapping;

Supervises a surveying party engaged in determining exact field measurements;

Conducts all phases of surveying, including, but not limited to boundary line surveys and right of way surveys;

Supervises the plotting and drafting of survey and deed data;

Obtains data on control monuments, preserving and supplementing survey control data and monumentation within the county and supervises collating and indexing of data;

Furnishes information to governmental agencies and the public;

Initiates new procedures and supervises subordinates for compliance to technical specifications;

May review and oversee the conversion of the tax map to digital map format and assist in the implementation of the Geographic Information System (GIS).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the techniques and practices of land

surveying; thorough knowledge of methods, policies, principles and procedures of tax map construction; good knowledge of geometric and trigonometric principles as they apply to surveying; skill in the use and care of instruments and equipment used in surveying and drafting work; ability to make, read and interpret sketches, maps and plans; ability to follow technical oral and written directions; ability to supervise the work of others; initiative and resourcefulness; good judgement; integrity; accuracy; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State Land Surveyor's License at time of appointment and throughout the duration of employment in this title.

ULSTER COUNTY

Revised: January 23, 1995

7170 TX MP SRVY

Classification: Competitive

Grade: 19

Union: CSEA