

**DEPARTMENT:** REAL PROPERTY TAX SERVICE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 26, 2019

### **TAX MAP TECHNICIAN TRAINEE**

This is a trainee position in the competitive class and the term of appointment is limited to fifty-two (52) weeks, during which time employees shall be required to satisfactorily complete the training and experience requirements. The employment of the trainee may be discontinued if his/her conduct, capacity, or fitness is not satisfactory at any time between eight (8) and fifty-two (52) weeks of employment.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level traineeship position in which the incumbent is provided on-the-job training to learn how to perform tax mapping tasks. Appointees to this class are provided on-the-job and formalized training, when available, designed to provide essential knowledge and skills including: research and interpretation of property records such as deeds, surveys and wills, redrafting to original maps and notifying local officials and affected parties of all changes. The employee learns to and then assists with daily update maintenance on county tax maps. Employees in this position work with electronic mapping software applications. This position involves working closely with local assessors, title searchers, attorneys and the general public. Upon the successful completion of the training program, the employee assumes the full performance position of Tax Map Technician without further examination. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assists with the maintenance of tax maps of assigned municipalities by reading and plotting deed descriptions, verifying property ownership and tax identification numbers, checking sales reports for accuracy and preparing documentation packages for local assessors;
2. Assists in researching and interpreting property titles, survey maps, wills, foreclosure actions and other court proceedings in relation to mapping problems;
3. Assists in redrafting additions, deletions and corrections to original maps using manual and computer technology;
4. Assists in consulting with property owners, public officials, title searchers, attorneys, etc., to resolve property boundary issues and inform them of mapping changes;
5. Assists in splitting and merging parcels, per legal filings and at the direction of local assessors, assigns new property identification numbers and ensures that chains of title to property are unbroken;
6. Reads and assists in interpreting aerial ortho photography and utilizes rectified base maps and other technologies, such as Geographic Information Systems (GIS), to ensure that property line placements are accurate to actual ground locations;
7. Assists in answering inquiries from general public, property owners and officials concerning tax maps;
8. Attends training sessions and studies technical manuals to learn mapping rules and regulations and learn GIS software used for digital drafting.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the principles, tools and materials used in tax mapping in order to prepare and maintain County tax maps; working knowledge of deeds and other property records in order to read, interpret and research such information in order to prepare and update tax maps; working knowledge of the general principles and techniques of GIS in order to produce tax maps and related mapping reports; working knowledge of a variety of software packages used in GIS in order to prepare and maintain digital tax maps; skill in both manual and digital drafting in order to produce and update tax maps; ability to learn the principles, tools, materials, and required software applications to perform tax mapping tasks; ability to learn to read and understand a variety of legal documents relating to property description data, such as deeds, wills, foreclosure actions, etc. in order to interpret changes affecting tax maps; ability to communicate both orally and in writing with a variety of people to provide and obtain information related to mapping problems; ability to get along well with others; accuracy; sound professional judgment; initiative; integrity; physical condition commensurate with the demands of the position.

## **TAX MAP TECHNICIAN TRAINEE CONTINUED**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and one of the following:

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, which included or is supplemented by at least two courses in surveying, drafting or GIS applications; **OR**
2. Two (2) years of full-time paid experience in surveying, drafting or GIS applications; **OR**
3. Two (2) years of full-time paid experience in a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements. Experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency.