

Sullivan County Real Property Tax Services is seeking to fill the following position:

TAX MAP/REAL PROPERTY SYSTEMS SPECIALIST

This is a technical position which provides support with the maintenance of tax maps and the New York State Real Property System (RPS). Candidate will be responsible for the accurate plotting and mapping of changes of property lines, special district lines, and other information including Geographic Information Systems (GIS) data on a tax map. Basic data is obtained from property transfer records, filed subdivisions, aerial photos, other recorded documents or maps and information from other sources, and when necessary, direct field observations. Candidate will also be responsible for assisting in the preparation of assessment rolls and tax bills for printing given data files from assessing units. Incumbent should possess good working knowledge of RPS V4. The work is performed under the general supervision of the Real Property Tax Services Director. Supervision of others is not normally a responsibility of this position, however, upon direction, supervision may be exercised over the work of subordinate employees.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Engineering, Architecture, GIS, Land Surveying or a related field and two (2) years of experience in a field involving the assessment or appraisal of real property;
- (B) 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 or higher in Engineering, Architecture, GIS, Land Surveying or a related field and four (4) years of experience in a field involving the assessment or appraisal of real property;
- (C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience in (A) and (B) above.

NOTE: Successful completion of related college coursework may be substituted for experience on a year for year basis.

Salary: Entry: \$39,512.00 – Full (after 6 months) \$41,592.00

TO APPLY FOR THIS POSITION visit: <https://sullivan.portal.mycivilservice.com>

This position will be subject to the Civil Service Exam Process

EEO/AA Employer - M/F/D/V