

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

REAL PROPERTY TAX MAP SPECIALIST

This is an entry level technical position which provides support with the maintenance of tax maps. 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. The work is performed under the general supervision of the Director of Real Property Tax Services III. 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 an Associate's Degree or higher, and two (2) years of experience in surveying, drafting, real estate, or in a field which heavily utilizes GIS; or
- (B) Graduation from high school or possession of a general equivalency diploma, and four (4) years of experience, in surveying, drafting, real estate, or in a field which heavily utilizes GIS.

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

SALARY: Entry: \$39,134.00; Full: \$41,194.00

Apply online at: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service Examination.

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V