

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory technical position involving responsibility for assisting and directing subordinates in the accurate plotting and mapping of changes in property lines, special district lines and other information, including geographic information system (GIS) base maps development and maintenance and may include further enhancement of a GIS system. Incumbent is also responsible for the development and maintenance of the geographic information system for the Real Property Tax Services Department. Basic data is obtained from property transfer records, filed subdivisions, recorded documents, aerial photos and other related maps and information from other sources and direct field observations. The work is performed under the general supervision of the Tax Map Supervisor with considerable leeway allowed for carrying out the duties of the position in accordance with predetermined policies and procedures. Supervision may be exercised over the work of subordinate employees.

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 deeds on tax maps;

Performs digital entry of geographic related material to map new surveys, subdivisions, special districts, easements, transfers of property ownerships and other related tax map changes;

Processes deeds, subdivisions, condominiums and other related filings;

Reviews and analyzes tax maps for compliance with Real Property Tax Administration Rules and Regulations;

Computes acreage involved in changes for information forwarded to assessors;

Examines, updates and corrects digital information using aerial photographs, pictometry and GIS systems to depict appropriate special district boundaries, school and fire district

boundaries, landmarks, roads and property lines to ensure appropriate tax levies throughout the County;

Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;

Creates, designs and implements layout templates for map maintenance tasks to be utilized by the assessors and viewed by the public;

Locates parcel information such as geographic location and property lines for the public;

May perform title searches to analyze pre-existing boundaries and may re-plot any changes to the tax maps, as needed;

Supervises designated projects, such as the GIS project;

Provides GIS technical support to department staff as well as other County departments;

Interprets descriptions of conveyance shown on maps for information for assessors and property owners;

Creates, maintains and updates files and reports utilizing a variety of instruments used for modern mapping operations, including a personal computer, digitized mapping and computer assisted drafting (CAD) and other related equipment;

Assists other County departments in lien enforcement activities;

Assists Real Property Coordinator in office operations and the filing of subdivisions and condominiums and also assists the County Director of Real Property Tax Services in the absence of the Tax Map Supervisor;

Performs field checks to assist with the solution of mapping problems and to verify condominium complex units in order to verify existence and measurements of buildings and to assign tax

map numbers;

May represent the department at meetings with municipal and County officials and County residents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the practices and principles of drafting and the equipment and equipment and instruments used; good knowledge of the Geographic Information System as applicable to County and municipal government; working knowledge of mathematics including plane geometry; ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; general computer knowledge; ability to prepare and interpret data in a variety of digital formats; ability to plan, assign and supervise the work of others; ability to interpret complex oral and written information; good judgment; and integrity.

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, Land Surveying, Geographic Information Systems or a related field and two (2) years experience in surveying, drafting or sub-professional engineering work involving drafting and Geographic Information Systems; or
- (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 in Engineering, Architecture, Land Surveying, Geographic Information Systems or a related field and four (4) years of experience in surveying, drafting or sub-professional engineering work involving drafting and Geographic Information Systems; or

- (C) Graduation from high school or possession of a general equivalency diploma and six (6) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

***NOTE:** Successful completion of college study in surveying or GIS may be substituted for experience at the ratio of three (3) credits being equivalent to three(3) months of required experience.*

***SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.