REAL PROPERTY TAX MAP SPECIALIST TRAINEE

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: The trainee level is used to recruit candidates to the Real Property Tax Map field. Trainees will receive on-the-job training while performing duties of a limited professions nature, under close and continuing supervision. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Real Property Tax Map Specialist. Candidate will be trained to plot metes and bounds descriptions to update tax maps, special district boundaries, 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.

<u>TYPICAL WORK ACTIVITIES</u>: *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.*

Answers phones/greets in person customers;

Responds to questions from property owners, general public, legal professionals, officials of

government and town assessors pertaining to assessment records, tax maps, exemptions and

real property tax services in general;

Processes office mail, creates correspondence and mailing labels;

Creates reports as requested;

Accepts cash, checks and credit card payments by phone and in person to purchase tax maps, and

subscription services and issues receipts;

Searches and compiles Real Property data from filed records and when necessary distributes copies

to other staff and bundles all changes and copies to send to the assessors;

Maintains Image Mate Online with updated records including deeds, surveys, photo and tax maps;

Plots changes in property lines and other tax map feature classes/layers using deed descriptions, surveys or other provided information and enters the changes into tax map layers in GIS databases;

Process and plots deeds, subdivisions, condominiums and other related filings;

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

Examines, updates and corrects the location of various GIS layers specific to tax maps and 911 addressing databases;

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

Provides technical assistance with condominium filings, subdivision maps, review of deeds, abandonments and special district descriptions;

Assists other county departments in lien enforcement activities, when required;

Serves as a contact person for questions related to tax maps and 911 addressing questions, produces simple maps relevant to same;

Maintains various GIS layers relevant to tax mapping and 911 addressing;

Performs field checks to acquire data and to assist with the solution of mapping problems, when required;

Resolves 911 addressing concerns from the public, assigns new addresses and adds new

addresses/updates addresses as necessary in a GIS;

Reviews subdivision, lot improvement, condominium plans, and subdivision abandonments prior to filing and collects fees pursuant to Real Property Tax Law.

<u>FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS</u>: Good knowledge of the practices and principles of drafting and the equipment and instruments used; 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; general understanding of GIS; ability to understand complex oral and written information; good judgment; initiative; integrity; and good address.

<u>MINIMUM QUALIFICATIONS</u>: 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, with one (1) year 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 three (3) 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.

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.

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