

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for the accurate plotting and mapping of changes in property lines, special district lines and other information including geographic information systems (GIS) information on a tax map. Incumbent is also responsible for developing and maintaining a geographic information system in the Real Property Tax Services Department. Basic data is obtained from property transfer records, filed subdivisions, other recorded documents, aerial photos, other related maps, information from other sources and, when necessary, direct field observations. The work is performed under general supervision with considerable leeway allowed for carrying out the duties of the position in accordance with predetermined policies and procedures. Supervision of others is not normally a responsibility of this position; however, upon direction, 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 changes in property lines from deed descriptions on maps using computerized drafting software
and geographic information system plotting;

Processes 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 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;

Locates parcel information such as geographic location and property lines and provides technical assistance with condominium filings and review of deeds and district descriptions for attorneys, assessors, other County departments and the general public ;

Performs data entry of geographic related material and maintains inventory of digital map files and GIS program files;

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

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

Serves as contact person for the public on questions related to tax maps or GIS database development support and capabilities and routes more complex inquiries to supervisor for direction or resolution;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and principles of drafting and the equipment and instruments used; good knowledge of the general principles and techniques of Geographic Information Systems 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;

general understanding of geographic information systems; ability to understand and interpret complex oral and written information; good judgment; initiative; integrity; and good address.

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, Geographic Information Systems, Land Surveying or a related field and one (1) year of experience in surveying, drafting or sub-professional engineering work involving drafting and GIS;
- (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, Geographic Information Systems, Land Surveying or a related field and three (3) years of experience in surveying, drafting or sub-professional engineering work involving drafting and GIS; or
- (C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience as described in (A) 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.

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