

**TAX MAP SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work involving responsibility for tax maps maintained by the County. Work is performed in accordance with and under the supervision of the Director of Real Property Tax Services, permitting latitude for organizing and administering the work. The Tax Map Supervisor may also assist the Director in performing the administrative functions of the Real Property Tax Services Department to the extent deemed appropriate by the Director. Supervision is exercised over the work of subordinate technical and clerical 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.*

Supervises and oversees the work of technical and clerical employees in the Real Property Tax

Services agency in performing the duties of mapping, plotting, reviewing deeds and use of computer assisted drafting (CAD) and digitized mapping systems;

Supervises and participates in searching records and deeds to establish the basis for transfer of properties;

Assists in plotting and mapping changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's office;

Supervises and assists in the correction of maps;

Provides copies of current tax maps to local assessors, the County Clerk, Treasurer and other designated officials;

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

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and Regulations;

Gives information to public regarding tax maps;

Reviews deeds, wills, court petitions, surveys and maps filed in the County Clerk's office to determine the changes that will occur in property lines;

Supervises the maintenance of maps, records and other files;

Assists Real Property Tax Director in direct dealings with the public defining property lines changes, property information on history of tax map, ownership changes and/or disputes, which may involve field work;

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

Reviews staff performance and prepares performance evaluations;

Assists assessors in developing assessment rolls;

Prepares a variety of records and reports as requested by the Director;

Consults and cooperates with local assessors in resolving parcel boundary problems;

May act in the place of the Director for certain issues and represent the department at meetings and committees in the absence of the Director.

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

**TERISTICS**: Good knowledge of the principles, tools and materials used in drafting and tax map preparation and maintenance; good knowledge of office management, terminology, practices and equipment; good knowledge of the Geographic Information System as applicable to County and municipal government; ability to read, revise and interpret deeds, tax maps and other property records; ability to supervise the work of others; ability to prepare, interpret and analyze data in a

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variety of digital formats; ability to interpret complex oral and written information; good judgment; initiative; integrity; and accuracy.

**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 four (4) 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 six (6) 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 eight (8) 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.

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***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.*

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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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