

**TAX MAP/REAL PROPERTY SYSTEMS SPECIALIST**

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position which provides support with the maintenance of tax maps and the New York State Real Property System (RPS). 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. Candidate will also be responsible for assisting in the preparation of assessment rolls and tax bills for printing given data files from assessing units. Incumbent should possess good working knowledge of RPS V4. The work is performed under the general supervision of the Real Property Tax Services Director. 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 and other tax map feature classes/layers using deed descriptions,

surveys or other provided information and enters the changes into GIS databases;

Process 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 to ensure appropriate tax levies

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throughout the county using aerial photographs and GIS, these layers include but are not limited to special districts, school districts, tax parcels and fire district boundaries;

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 general GIS inquiries, produces simple maps in a GIS and maintains simple GIS layers/feature classes;

Maintains various GIS layers with, include but are not limited to E-911 address points, street centerlines, landmarks and other GIS layers as necessary to maintain the county's E-911 addressing database;

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.

Enters tax levy data obtained from tax levying bodies into the RPS to generate tax rolls and tax bills and applies the correct formatting for printing;

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Reviews data files sent from assessing units to ensure that any and all changes have been made to the rolls which were approved by the Boards of Assessment Review, sent by the state, or made by the court orders;

Assists in proofing assessment rolls, tax rolls and tax bills;

Collects and applies bank codes in the RPS;

Collaborates with tax levying bodies with various tasks including but not limited to the certification of tax levies, delinquencies, tax rate calculations and uncollected charges;

Proofs tax collection totals against warrants;

Performs batch updates in the RPS using various data files including but are not limited to the county arrears list, omitted taxes, re-levied taxes, and delinquent sewer and water charges;

Generates various reports/exports using the RPS for use in creating assessment rolls, tax rolls and tax bills.

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

**CHARACTERISTICS:** 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.

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- (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 and two (2) years of experience in a field involving surveying, drafting, real estate, real property, GIS, Information Technology or two years combination of the aforementioned experience;
- (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 or higher in Engineering, Architecture, GIS, Land Surveying or a related field and four (4) years of experience in a field involving surveying, drafting, real estate, real property, GIS, Information Technology or two years combination of the aforementioned experience;
- (C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience in (A) and (B) above.

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CLASSPLAN\TAX MAP/REAL PROPERTY SYSTEMS SPECIALIST.DOC

Originated: 7/23/2020

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in classplan on 7/23/2020

Revised and Replaced in Classplan: 3/13/2023