



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

F:\Civil\JobSpecs\Senior Tax Map Technician

TITLE:	SENIOR TAX MAP TECHNICIAN
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	TAX AND ASSESSMENTS
ADOPTION: CSM	10/16/82
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

Supervises the maintenance of the county tax map, does related work as required. This is technical and supervisory work involving responsibility for tax maps maintained by the county. Work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting some latitude for organizing and administering the work. Supervision is exercised over the work of Tax Map Technicians.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises the work of technical employees in the real property tax service agency;
- Supervises and participates in searching records and deeds to establish the basis for transfer of properties;
- Supervises and 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;
- Provides copies of current tax maps to local assessors, the County Clerk, Treasurer, and other designated officials;
- 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;
- Reviews deeds to determine whether changes are necessary in tax maps;
- Supervises the maintenance of maps, records, and other files;
- Performs field work in connection with the solution of mapping problems;
- Consults and cooperates with local assessors in resolving parcel boundary problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, tools, and materials used in tax map preparation and maintenance;

Good knowledge of office management, terminology, practices, and equipment;

Good knowledge of deeds and other property records;

Ability to read, revise, and interpret tax maps;

Ability to supervise the work of others;

Ability to interpret and analyze parcel description data;

Ability to get along well with others;

Good judgment;

Initiative,

Integrity;

Accuracy;

Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND EITHER:

(A) Three (3) years of experience in drafting or surveying work involving the laying out or mapping out of property lines; OR

(B) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in engineering or architectural technology AND 1 year of experience as indicated in (A); OR

(C) An equivalent combination of training and experience as indicated in (A) and (B).

Agreed to by Municipal Service Division of State Board of Equalization and Assessment, October 1972.