



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	SENIOR GIS SPECIALIST
Jurisdictional Class:	Competitive
Civil Division:	Real Property Tax Services
Adoption: CSM	09/13/06
Revised: CSM	03/10/10-CIT; 5/11/16, 12/17/19

DISTINGUISHING FEATURES OF THE CLASS:

Responsible for the maintenance of the county tax maps by using GIS software. This is technical and may be supervisory work, involving responsibility for the maintenance of the Cayuga County tax maps. Work is performed in accordance with policies determined by the Supervising GIS Specialist, the Director of Real Property Tax Services and the NYS Office of Taxation and Finance, permitting some latitude for organizing and administering the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Searches records, deeds and maps of record to establish the basis for transfer of properties;
Uses ArcMap (GIS) to update property lines ascertained from the review and interpretation of maps, deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's office;
Determines if changes are necessary in tax maps, property records and the maintenance of the real property system database or other related records;
Maintains the parcel layer, annotation and parcel attribute information for each parcel in the GIS system;
Provides copies of current tax maps to local assessors, the County Clerk, Treasurer, and other designated officials;
Provides information to public regarding tax maps and GIS data, also prepares custom map prints and assists in search for assessment information for the public preparation and maintenance of GIS spatial and attribute data as related to real property assessment RPS and tax map files;
Determine the changes that will occur in parcel lines and makes edits accordingly;
Interprets deed descriptions and maps of record and determines if parcel polygon changes merited based that data;
Responsible for the maintenance and archiving of maps, shapefiles, records, and other data;
May supervise and assists in the backup, storage, maintenance and monitoring of CAD and GIS data;
Provides GIS support and analysis to county departments, assessors, agencies and the general public by extracting information from the database to produce maps, reports and other materials representing information such as taxation tables, parcel boundaries, etc.;
Consults and cooperates with local assessors and property owners in resolving parcel boundary conflicts;
Does related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of the principles, tools, and materials used in tax map preparation and maintenance i.e. deeds, maps, and related real property descriptions and records;
Knowledge of the practices and techniques relative to designing, creating and updating maps generated from digital and non-digital data;
Working knowledge of the practices and techniques related to developing, maintaining and operating a GIS;
Ability to generate RPS reports for inclusion into ArcMap parcel data for analysis;
Ability to generate custom maps and reports in GIS format;
Working knowledge of the Real property GIS website;
Working knowledge of NYS Real Property Tax Law;
May be necessary to supervise and review the work of other GIS specialists;
Ability to interpret and analyze parcel description data;
Knowledge of the assessment and taxation process as it relates to the tax payer;
Good judgment;
Initiative;
Integrity;
Accuracy;
Interacts well with the public.

MINIMUM QUALIFICATIONS:

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

- (A) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in Geographic Information Systems; Engineering, Architectural Technology, Drafting Design and Technology, Computer Information Systems or a directly related field, AND 1 year of experience in drafting or surveying work involving title searching, drafting or surveying work which shall have involved the laying out or mapping out of property lines, or experience working with geographic information systems (GIS); which shall have included the supervision of others; **OR**
- (B) Three (3) years of experience in drafting or surveying work involving title searching, drafting or surveying work which shall have involved the laying out or mapping out of property lines, OR experience working with geographic information systems (GIS); one year of which shall have included the supervision of others; **OR**
- (C) An equivalent combination of training and experience as indicated in (A) and (B).