

TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position in the Department of Real Property Tax involving research and interpretation of property records involving complex tax mapping problems for the maintenance of tax maps in Dutchess County. This class differs from that of Tax Map Technician Trainee by virtue of its being at the full performance level to which the Tax Map Technician Trainee progresses upon successful completion of a one-year traineeship. Work is performed under the general supervision of a higher level supervisor. Supervision is not normally a function of the class; however, this class may act as a technical resource in a specialized area.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Maintains tax maps of assigned municipalities by reading and plotting deed descriptions, verifying property ownership and tax identification numbers, checking sales reports for accuracy and preparing documentation packages for local assessors;
2. Researches and interprets property titles, survey maps, wills, foreclosure actions and other court proceedings in relation to mapping problems;
3. Redrafts additions, deletions and corrections to original maps using manual and computer technology;
4. Researches mapping information for tax refund applications;
5. Researches complex problems regarding disputed property lines and ownership for property owners, public officials and assessors;
6. Consults with property owners, public officials, title searchers, attorneys, etc., to resolve property boundary issues and inform them of mapping changes;
7. Splits and merges parcels, per legal filings and at the direction of local assessors, assigns new property identification numbers and ensures that chains of title to property are unbroken;
8. Interprets aerial ortho photography and utilizes rectified base maps and other technologies, such as GPS, to ensure that property line placements are accurate to actual ground locations;
9. Answers inquiries from general public, property owners and officials concerning tax maps;
10. Participates in training to maintain and update mapping skills and software knowledge.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles, tools and materials used in tax mapping in order to prepare and maintain County tax maps;

Knowledge of deeds and other property records in order to read, interpret and research such information in order to prepare and update tax maps;

Knowledge of the general principles and techniques of Geographic Information Systems (GIS) in order to produce tax maps and related mapping reports;

Knowledge of a variety of software packages used in a GIS environment such as ArcView and ArcInfo in order to prepare and maintain digital tax maps;

Skill in digital drafting in order to produce and update tax maps;

TAX MAP TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Ability to read and understand a variety of legal documents relating to property description data, such as deeds, wills, foreclosure actions, etc; in order to interpret changes affecting tax maps;
Ability to communicate both orally and in writing with a variety of people to provide and obtain information related to mapping problems;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited college or university with an Associate's degree, which included or is supplemented by at least two post high school courses in surveying, drafting or GIS applications PLUS one year of mapping work experience using electronic data;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three years of full-time work experience in surveying, drafting or GIS applications work or work experience which involved deed searching, plotting and/or deciphering as a major function of the position;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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ADOPTED: 01/01/01 (Tax Map Technician II)
 05/18/04
 01/30/13