

TAX MAP REPRODUCTION TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position located in the Real Property Tax Department. The work involves the production, coordination and accounting of tax map and aerial map reproductions. The incumbent is regularly assigned to fill large map orders and perform related duties and to work at the counter to provide assistance to the public in the use of tax maps and aerial photography. In addition, the incumbent will design and produce custom maps using GIS technology. Work is performed under the general supervision of the Tax Map Supervisor and/or the GIS Project Coordinator. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops and produces digital tax map reproduction custom orders, including custom orders for single digital maps to maps of entire county at requested size/and or scale;
2. Provides custom order digital photo reproduction to provide needed scale and coverage;
3. Discusses custom requests with customers and based on system parameters, determines type of information currently available, presentation format and price of request;
4. Develops and maintains departmental reproduction cost schedules; develops pricing schedules for departmental approval based on projected costs of custom orders; develops spreadsheets to track costs and revenues; estimates annual budget and justifies projected expenses;
5. Responsible for the digital redevelopment of agency microfilm inventory;
6. Maintains records, equipment and contracts for equipment relating to map reproduction;
7. Coordinates and distributes deeds, filed maps and other records and distributes to appropriate staff in the department; may enter routine information in the mapping system;
8. Operates and trains others in the use of equipment such as computer plotter, blueprinter, printers and copiers;
9. Maintains and requisitions departmental inventory of reproduction supplies and chemical supplies;
10. May arrange for outsourcing of old negatives in order to obtain photographs as requested;
11. May perform minor maintenance and repair on photographic and reproduction equipment.

TAX MAP REPRODUCTION TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of computer and GIS techniques in order to develop and produce a variety of standard and custom maps and photographs;
Good knowledge of spreadsheets in order to track the cost and revenues for custom reproduction work and to develop annual budget;
Ability to learn a variety of map-making software packages such as GIS, in order to produce a wide assortment of tax maps;
Ability to communicate effectively with the public and discuss their requests for custom orders;
Ability to work with arithmetic principles to calculate enlargements and reductions to scale;
Ability to learn word processing packages in order to produce a variety of forms and correspondence as needed;
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) Completion of two years of college at a regionally accredited or New York State registered college or university which included at least two courses in Geographic Information Systems;
- OR: (B) Two years of paid office work experience which included working with GIS applications;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

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