

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** TAX MAP COORDINATOR **GRADE:** 13

**TITLE ABBREVIATION:** TAX MAP COORD **TITLE NO.:** 6778

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** FINANCE **DIVISION:** REAL PROPERTY

**SUPERVISOR'S TITLE:** DIRECTOR OF REAL PROPERTY TAX SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for coordination and performance of technical work including deed transfers, processing, plotting and mapping all changes in property lines that affect assessment or apportionment of taxes as maintained by the Orange County Office of Real Property Tax Services. The work involves the use of computer assisted drafting and digitized mapping systems and may involve field work. Work is performed under the general supervision of the Director of Real Property in accordance with policies and procedures established in adherence to NYS Real Property Tax Law and involves the coordination of the work of Tax Map Technicians. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates and oversees the work of Tax Map Technicians, under the supervision of the Director of Real Property Tax Services, in performing the duties of mapping, plotting, inking, reviewing deeds and use of computer assisted drafting (CAD), digitized mapping systems and geographic information systems (GIS);

Trains Tax Map Technicians on computer systems, including AutoCAD, ARC Info, ARC View, Pictometry and GIS Systems and department procedures;

Solves complex problems regarding disputed property lines, ownership and consults with local assessors, abstractors, attorneys, other County offices and property owners, which may involve field work;

Supervises and coordinates the scheduling and assignment of work plans and projects in a timetable type schedule as required by the Director of Real Property Tax Services and/or the State Board of Real Property Tax Services to meet the assessment calendar;

Coordinates and participates in the plotting and mapping of tax map changes to scale from legal instruments;

Analyzes a variety of documentation, including incorporations from resolutions and condo declarations, for special taxing districts;

Reviews sub-division maps, filing certificates, creates parcel numbers and plots parcels on tax maps;

Oversees the maintenance of map records and other electronic and digital storage data including Real Property and Tax Map systems;

Utilizes New York State Geographic Information System (GIS) to locate parcel information by geographic location and/or property lines for assessors, abstractors, attorneys and the public;

Assists the Director of Real Property in direct dealings with the public defining property lines changes, property information on history of tax map, ownership changes and/or disputes, which may involve field work;

Operates a variety of computer systems, equipment and instruments normally found in modern mapping and cadastral operations and trains staff in the operation of such equipment;

Coordinates the operation of computer equipment in work involving digitization of maps, plotting, scanning and sorting of computer data for use in the Tax Map division.

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

Thorough knowledge of deeds and other property records; thorough knowledge of the practices and principles of drafting and the instruments used; good knowledge of mathematics including plane trigonometry; ability to perform technical work involving deed transfers, processing, plotting and mapping changes of property lines of land parcels in Orange County for Real Property Tax Rolls adhering to NYS Real Property Tax law; skill in the use of computer assisted drafting and digitized mapping equipment; ability to understand and interpret complex oral and written information; ability to coordinate projects, supervise and oversee the work of others; flexibility to handle varying workloads and assignments; good judgement; initiative; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (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 in engineering, architecture, geography or related field and one (1) year of experience in surveying, drafting or sub-professional engineering work involving the use of computer assisted drafting and mapping equipment and programs; OR
- (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 in engineering, architectural technology, geography or related field and three (3) years of experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above.

NOTE: Required experience must include one (1) year coordinating and/or overseeing the work of surveying or drafting personnel.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

REVISED: 07/28/17 AT