

ORANGE COUNTY CLASS SPECIFICATION

TITLE: TAX MAP TECHNICIAN **GRADE:** 12

TITLE ABBREVIATION: TAX MAP TECH **TITLE NO.:** 6779

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 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 with NYS Real Property Tax law. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews deeds and maps, plots and inks all changes in property lines utilizing computer assisted drafting (CAD) systems, digitized mapping systems, geographic information systems (GIS), and real property and tax map systems;

Researches and solves complex problems concerning disputed property lines and ownership, annexations, takings and combination requests and consults with local assessors, abstractors, attorneys and property owners involved, which may involve field work;

Plots and maps tax map changes to scale from legal instruments, computes and determines acreage or square footage of real property for taxing districts;

Analyzes incorporations from resolutions, condo declarations, etc., ownership and size for special taxing district;

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

Utilizes pictometry and GIS systems to review aerial photographs for property lines, landmarks, roads, relating to tax maps;

Maintains complete set of railroad maps and changes used by surveyors, title companies and attorneys to establish correct and accurate description of adjoining properties;

Consults directly with boards, commissions and/or officials to create accurate maps and documents for Special Districts;

Assists the public, assessors, abstractors, attorneys, other County departments, etc. with information concerning property lines, property line or ownership changes and/or disputes, which may involve field work.

Operates a variety of equipment and instruments normally found in modern mapping and cadastral operations including, but not limited to, computer workstations, digitalized mapping and computer assisted drafting (CAD) equipment, including Autocad, ArcInfo and ArcView programs, blue print reproduction, micro-readers and electronic data storage equipment;

May act as liaison person on projects as required by the Director of Real Property Tax Services and/or the State Board of Real Property Tax Services, meeting required deadlines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and principles of drafting and the instruments used; good knowledge of deeds and other property records; 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; initiative; good judgement; 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 a related field; 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 two (2) years experience in surveying, drafting or sub professional engineering work; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (B) above.

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

REVISED: 07/28/17 AT