

ORANGE COUNTY CLASS SPECIFICATION

TITLE: TAX MAP TECHNICIAN TRAINEE **GRADE:** 11

TITLE ABBREVIATION: TAX MAP TECH TRNEE **TITLE NO.:** 6761

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **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 is an entry level position which involves on-the-job training to become qualified as a Tax Map Technician. Employees in this class perform drafting work involving the use of computer assisted drafting and GIS digitized mapping equipment in plotting and mapping changes in property lines that affect assessment or apportionment of taxes as maintained by the Orange County Office of Real Property Tax Services. Work is performed under the direction and instruction of the Tax Map Coordinator and/or a Tax Map Technician. Trainee appointments are for a period of one year following which incumbents receiving a satisfactory rating will be advanced to the title of Tax Map Technician without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in plotting and mapping all changes in property lines as directed using Geographic Information Systems (GIS) and/or AutoCAD;
2. Assists in correctly computing acreage involved in each change for information of assessors using measuring devices;
3. Assists in performing field work checking to establish property lines;
4. Assists in arranging, filing and indexing maps, plans and related material;
5. Transferring data from AutoCAD to ArcGIS;
6. May assist in checking identification of property described on yearly tax rolls and other records as assessed prior to adoption of tax maps;

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7. Assists in use of aerial photographs for identifying and plotting of parcels and merging data from AutoCAD to GIS;
8. Attends to public providing routine information maintained by the department's GIS/AutoCAD systems;
9. Operates a variety of equipment and instruments normally found in modern mapping and cadastral operations including, but not limited to, computer workstations, digitalized mapping, computer assisted drafting (CAD) equipment including ArcGIS and AutoCAD programs, electronic data storage equipment, micro-readers, and blue print reproduction equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the practices and principles of drafting and the instruments used; working knowledge of mathematics including plane trigonometry; working knowledge of deeds and other property records; ability to understand and carry out complex written and oral instructions; ability to get along well with others; skill in the use of computer assisted drafting and digitized mapping equipment; mechanical aptitude; good judgement; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees which shall include 18 credits in GIS, engineering, architecture, geography or a related field;
OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in surveying, drafting or sub professional engineering work.

SPECIAL REQUIREMENT: Must possess at time of appointment and maintain a valid driver's license.

REVISED: 2/20/19 AT