

TAX MAP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible technical and supervisory position involving the maintenance of tax maps for Dutchess County. In addition, an employee in this class will be required to assist in the preparation for the annual public auctions for the disposal of tax sale properties. Work is performed under the general supervision of the Director of Real Property Tax Services III in conformance with standards established by the State Board of Equalization. Supervision is exercised over the work of Tax Map Technicians and other subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Supervises tax map personnel, equalizing work distribution and establishing criteria for accuracy and completeness of assignments;
2. Responsible for final decision on complex tax problems referred to him/her by Tax Map Technicians;
3. Supervises maintenance of maps, records and other files;
4. Conducts investigations on and researches all properties taken by tax deed for nonpayment of taxes;
5. Contacts property owners to notify them of back taxes due and consequence of nonpayment;
6. Composes listings of properties eligible to be disposed of at annual public auction, which includes compiling brochures of auction properties for public information;
7. Ascertains if properties sold at public auction meet necessary criteria of eligibility;
8. Oversees special projects requested by the County Legislature, County Executive, Town Boards, etc.;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal instruments pertaining to real property, such as deeds and other property records; thorough knowledge of drafting principles and practices; thorough knowledge of the principles, tools and materials used in tax map preparation and maintenance; thorough knowledge of various software packages including those used to enter parcel descriptions and get printouts of plots; good knowledge of the principles and practices of supervision; good knowledge of tax auction procedures; ability to supervise the work of others; ability to read, revise and interpret tax maps; ability to interpret and analyze parcel description data; ability to communicate effectively with others, both orally and in writing; good judgment; resourcefulness; initiative; accuracy; physical condition commensurate with the demands of the position.

TAX MAP SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree, which included or is supplemented by at least two post high school courses in surveying or drafting and one mathematics course such as geometry or trigonometry plus three years of full-time experience in surveying or drafting work or work experience which involved deed searching, plotting and deciphering as a major function of the position;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and five years of full-time experience in surveying or drafting work or work experience which involved deed searching, plotting and deciphering as a major function of the position;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

RP0209

ADOPTED: 04/20/81

REVISED: 07/12/82

12/20/84

10/03/86

07/01/91