

SENIOR TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible technical position in the Department of Real Property Tax involving research and interpretation of property records involving complex tax mapping problems for the maintenance of tax maps in Dutchess County. This class differs from that of Tax Map Technician by virtue of its being a “lead and participate” position in overseeing the work of the tax mapping unit and is done in addition to performing tax mapping functions. Work is performed under the general supervision of a higher level supervisor. Supervision is not normally a function of the class; however, this class may act as a technical resource in a specialized area.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Oversees and maintains an equitable balance of work among the tax mapping staff;
2. Provides guidance to other tax mapping staff with the handling of complex tax mapping issues and is responsible for making final mapping decisions when conflicts arise;
3. Prepares monthly reports for senior staff regarding mapping unit work flow, statistics, etc;
4. Interacts with the general public, assessing units, legal department, and title companies as necessary in the daily resolution of problems and provides interpretation and understanding to all of agency policies and requirements;
5. Researches changes in real property tax law and local regulations and advises supervisors on necessary policy and procedure changes;
6. Provides training to tax mapping staff on regular basis to maintain and update mapping skills and software knowledge;
7. Oversees special projects for the department related to mapping with OCIS, legal, etc.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles, tools and materials used in tax mapping in order to prepare and maintain County tax maps and to resolve complex mapping problems;

Knowledge of deeds and other property records in order to read, interpret and research such information in order to prepare and update tax maps and to research complex issues;

Knowledge of the general principles and techniques of Geographic Information Systems (GIS) in order to produce tax maps and related mapping reports;

Knowledge of a variety of software packages used in a GIS environment such as ArcInfo and ArcGIS, in order to prepare and maintain digital tax maps and to train others in the use of the software packages;

Skill in digital drafting in order to produce and update tax maps;

SENIOR TAX MAP TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Ability to read and understand a variety of legal documents relating to property description data, such as deeds, wills, foreclosure actions, etc; in order to interpret changes affecting tax maps;
Ability to communicate both orally and in writing with a variety of people to provide and obtain information related to mapping problems;
Ability to manage the workflow of a unit and to assign and review work;
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) Graduation from a regionally accredited college or university with an Associate's degree, which included or is supplemented by at least two post high school courses in surveying, drafting or GIS applications PLUS three years of mapping work experience using electronic data;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and five years of full-time work experience in surveying, drafting or GIS applications work or work experience which involved deed searching, plotting and/or deciphering as a major function of the position;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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ADOPTED: 01/01/09

 01/30/13

