



DUTCHESS COUNTY CLASS SPECIFICATION

TAX MAP TECHNICIAN

DATE ADOPTED: 1/1/2001

LAST REVISION: 3/12/2024

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a 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 Trainee by virtue of its being at the full performance level to which the Tax Map Technician Trainee progresses upon successful completion of a one-year traineeship. 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. Maintains tax maps of assigned municipalities by reading and plotting deed descriptions, verifying property ownership and tax identification numbers, checking sales reports for accuracy and preparing documentation packages for local assessors;
2. Researches and interprets property titles, survey maps, wills, foreclosure actions and other court proceedings in relation to mapping problems;
3. Redrafts additions, deletions and corrections to original maps using computer technology;
4. Researches mapping information for tax refund applications;
5. Researches complex problems regarding disputed property lines and ownership for property owners, public officials, assessors, and others;
6. Consults with property owners, public officials, title searchers, attorneys, etc., to resolve property boundary issues and inform them of mapping changes;
7. Splits and merges parcels, per legal filings and at the direction of local assessors, assigns new property identification numbers and ensures that chains of title to property are unbroken;
8. Interprets aerial ortho photography and utilizes rectified base maps and other technologies to ensure that property line placements are accurate to actual ground locations;
9. Answers inquiries from general public, property owners and officials concerning tax maps;
10. Participates in training to maintain and update mapping skills and software knowledge.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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 ArcMap and ArcGIS Pro in order to prepare and maintain digital tax maps;

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

Ability to read and understand a variety of legal documents relating to property description data, such as deeds,



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Page 2 of 2

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;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's degree, which included or is supplemented by at least two post high school courses in surveying, drafting, GIS applications or data management AND one (1) year of full-time work experience in EITHER:
- i. surveying, drafting or GIS applications; OR
 - ii. searching, plotting and deciphering deeds as a major function of the position; OR
 - iii. managing data for a real property tax service agency;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time work experience as described in (A);
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 12	FLSA Code: OT Eligible
REVISION HISTORY: 5/18/04, 1/30/13, 5/11/22	