

## **TAX MAP TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Finance Department, and involves responsibility for preparing manually produced and computer-generated tax maps. The work involves use and care of map reproduction equipment, CAD software, cataloguing and dispensing of maps and appropriate forms for updating computer database information. Work is performed under direct supervision of a higher-level employee. Supervision is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Draws and revises necessary changes to mylar map sheets and AutoCad drawing files;  
Prepares charts, graphs, and other descriptive material for insertion into reports using various software applications;  
Prepares line drawings, scale layouts and complex map overlays, reads deed of property transfers and makes necessary changes on paper maps and in computer database files;  
Utilizes aerial photography to plot parcel boundaries, compute acreage and update land uses;  
Scans and digitizes tax maps;  
Interprets deeds and makes necessary changes to tax maps;  
Converts manual tax maps to vector line digital files using a micro-computer;  
Utilizes tracing and other methods of transferring information to maps at different scales and composition;  
Aids assessors, lay persons and walk-in clients with interpretation of tax maps;  
Searches records and deeds to establish the basis for transfer of properties;  
Reviews deeds, wills, court petitions, surveys and maps filed in the County Clerk's Office to determine the changes that will occur in property lines;  
Consults and cooperates with local assessors in resolving parcel boundary problems;  
Prepares line drawings, scale layouts and complex map overlays using hand and computerized methods;  
Collects and interprets tax parcel information obtained from public records, e.g., deeds and maps, and informed parties such as owners, surveyors, title abstractors, and attorneys, related to ownership and configuration of parcels;  
Checks property descriptions given by deeds and maps against existing information and makes appropriate corrections and revisions;  
Drafts corrections and additions onto mylar originals using lettering and drafting instruments in ink;  
Plots subdivision of properties;  
Calculates areas and dimensions of new parcels and determines correct state grid coordinate locators for each;  
Provides explanations of information generated to the public and other departments/agencies;  
Provides information to attorneys, surveyors, and property owners on changes or errors which may affect assessments;

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**TYPICAL WORK ACTIVITIES (CONT'D):**

Reproduces maps and other documents, as needed, for distribution to the public and other departments/agencies;  
Maintains maps and mylar originals, map files, and mapping-related files.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of graphic presentation and illustration methods and procedures; working knowledge of mechanical drafting materials and computer-aided drafting; working knowledge of basic mathematics, plane geometry, and plane trigonometry, as applied to drafting computations; skill in hand and computer lettering and tracing; ability to make arithmetic computations; ability to operate Qzolid, plotters, printers and photocopy machines; ability to operate a micro-computer using purchased software; ability to learn methods used in researching property records; ability to become familiar with the Real Property Tax Law; ability to read, interpret, prepare, and maintain tax maps; ability to research and interpret deeds and other property records and transfer property lines from descriptions to maps; ability to reproduce maps at various scales; ability to perform detail work involving considerable visual effort and strain; ability to use mapping instruments and tools such as polar planimeter, templates, compass, engineer scales, triangles, protractor, drafting brush, straight edges, lettering guides, and inking pens; ability to use computer-aided drafting software.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or a New York State registered college or university with an Associate Degree in engineering technology, architectural technology, surveying, engineering science, mapping science, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience involving drafting, tax map preparation or surveying work involving laying out or mapping property lines; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.