

TAX MAP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the efficient operation of the tax map office and for the maintenance of the county tax map within a county. Work is performed in accordance with policies determined by the Board of Supervisors permitting wide latitude for organizing and administering work of the office. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the work of technical and clerical employees in the office; Supervises and participates in searching records and deeds in the County Clerk's and Surrogate's office to establish transfer of properties; Gives information to public regarding records and maps; Reviews deeds, wills, court partitions, surveys, and maps filed in the County Clerk's office to determine the changes that will occur in property lines; Compares deeds to determine whether changes are necessary in tax maps; Assigns work to draftsman who performs the technical aspects of the work; Supervises the maintenance of maps, records and other files; Makes periodic reports on work of office; Performs field work with assessors on errata lists.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of office management, terminology, practices and equipment; thorough knowledge of deeds and other property records; ability to read, revise and understand tax maps; ability to supervise the work of others; ability to get along well with others; good judgment; initiative; accuracy; good physical condition.

MINIMUM QUALIFICATIONS: (1) Completion of a standard high school course and (2) three years of experience related to either work involving title searching, assessing, drafting or surveying work involving the laying out or mapping out of property lines or technical work involved in a Board of Assessors office, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

Reviewed 11/28/18