

TAX MAP TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position where the incumbent received on-the-job training while performing limited duties related to the specialized work of producing and maintaining tax maps. Work assignments progressively increase in complexity as the incumbent's competency increases. The work is performed under the direct supervision of an experienced technician. Persons appointed at the trainee level will be advanced to Tax Map Technician without further examination upon satisfactory completion of a one year traineeship. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Incumbents are trained in the following areas: Source and interpretation of records used to determine changes to tax maps; Procedures and techniques for plotting, mapping and drafting of property lines and physical features utilizing inked drawings and/or a computer; Numbering and labeling system for parcels and tax maps; Procedures and techniques of montaging parcels in a tax map area; Computation of parcel dimensions and acreage; Relation of tax maps to other functions and records of the tax department.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and principles of drafting; Working knowledge of the use of computers in drafting tax maps; Working knowledge of mathematics including plain trigonometry; Working knowledge of deeds, wills, court partitions and other property records as they relate to tax maps; Ability to read and understand tax maps; Ability to understand and interpret complex oral and written information; Ability to deal effectively with others; Good judgment; Accuracy in detailed work; Initiative; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a New York State high school equivalency diploma, and
- B. Two years of responsible experience in subprofessional engineering, drafting, surveying or related work

Note: Completion of college courses in engineering or completion of courses in a technical or community college in engineering, architectural technology or related field which includes coursework in drafting can be substituted for the experience set forth in (B) above on a year-for-year basis.

Adopted 10/8/97

Revised 2/5/99