



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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SENIOR TAX MAP TECHNICIAN

Permanent Full-Time @ 40 Hours/Week
Salary starts @ \$22.46/Hour w/Benefits

Chautauqua County Department of Finance is actively seeking qualified applicants to fill a Full-time Senior Tax Map Technician position located at the Mayville, NY office.

Position is full-time, 40 hours per week starting at \$22.46/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

SENIOR TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving supervisory responsibility for the work performed in the tax mapping functions. Incumbents in this class are responsible for ensuring the accurate plotting and mapping of changes in property lines on tax maps and the updating of ownership records and other supporting documents for the County. Work is performed under general supervision. Supervision may be exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the plotting and mapping of tax map changes to scale by the use of a drafting machine, protractor and various scales;
Computes acreage involved in each change for information of assessors;
Supervises and participates in the checking and searching of property records and tax maps to correctly identify parcels or portions intended for transfer of title;
Supervises and participates in locating parcel information such as geographic location and property lines for abstractors, assessors, attorneys, Realtors and others;
Interprets descriptions of conveyance shown on maps for information of assessors and property owners;
Performs field checks to assist with the solution of mapping problems;
Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map.

Researches questions and solves difficult problems concerning tax map information for attorneys, assessors, surveyor's town officials, etc.;

May operate a personal computer and application software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and principles of drafting and the instruments used; good knowledge of mathematics including plane geometry; ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; ability to understand and interpret complex oral and written information; ability to operate a personal computer and related peripheral components; ability to lay out and plan the work of others; good judgment; initiative; integrity; 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 or New York State registered college with an Associate's degree in Engineering or Architectural Technology and two (2) years of work experience that must have involved employee supervision and the use of personal computer software; OR
- B. Completion of 60 semester credit hours at a regionally accredited or New York State registered college or University with a minimum of 12 credit hours in engineering, drafting and/or architectural technology and two (2) years of experience as defined by A above; OR
- C. Four (4) years of experience in surveying, drafting, or sub-professional engineering work involving drafting including or supplemented with two (2) years of work experience as defined by A above; OR
- D. A satisfactory equivalent combination of training and experience as defined by the limits of A, B and C above.