

## **REAL PROPERTY TAX GIS TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position involving responsibility for the accurate plotting and mapping of changes in property lines, special district lines and other information using G.I.S. software and G.I.S. peripherals for the data creation and map production for a County-wide Geographic Information System database in connection with Tax Mapping. Incumbent is responsible for developing and maintaining a geographic information system in the Real Property Tax Services Department. The work is performed under general supervision with considerable leeway allowed for carrying out the duties of the position in accordance with predetermined policies and procedures. Supervision of others is not normally a responsibility of this position, but may on occasion supervise the work of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Plots changes in property lines from deed descriptions on maps using computerized drafting software and geographic information system (GIS) plotting; Processes deeds, subdivisions, condominiums and other related filings; Reviews and analyzes tax maps for compliance with local, state and federal rules and regulations; Examines, updates and corrects digital information using aerial photographs, pictometry and GIS systems to ensure appropriate tax levies throughout; Checks and searches property records, tax maps to correctly identify parcels or portions intended for transfer of title; Locates land parcel information, tax maps and conveyances, interprets and provides technical assistance, review of deeds and district descriptions for attorneys, assessors, property owners, municipalities and the general public; May perform data entry of geographic related material and maintain inventory of digital map files and GIS program files; May assist in lien enforcement activities; Serves as liaison to the public regarding tax maps and GIS database maintenance and support; Processes subdivision map certification forms in cooperation with the County Clerk; Maintains the annual tax sale booklet; Maintains geodatabase and creates topology and links relational databases to features; Digitizes and converts geographic features from maps and aerial photos; Maintains and updates existing aerial images and shapefile overlays; Creates, updates, and maintains databases related, but not limited to mapping, assessments, tax rolls, deeds and titles; May develop and train staff and Assessment Community regarding GIS, databases and maps and Web applications.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the general principles and techniques of Geographic Information Systems as applicable to County and municipal government; Good knowledge of mathematics including plane geometry; Ability to correctly identify and transfer property lines to maps as described in deeds and other legal documents; Good knowledge of the Geographic Information Systems ArcGIS; Good knowledge of the operation of computers and peripheral equipment; Good knowledge of the principles, practices, terminology and techniques employed in tax mapping; Working knowledge of the principles and practices of drafting and graphics as applied in tax mapping; Working knowledge of acceptable methods of data collection, analysis, and interpretation; Working knowledge in developing and maintaining spreadsheets and databases; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; Ability to work well with others; Ability to communicate effectively both orally and in writing; Initiative and resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Land Surveying, Engineering, Geographic Information System (GIS) or related field which includes a minimum of 12 credit hours of GIS/CAD, (Geographic Information System/Computer Aided Drafting); OR
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree in Land Surveying, Engineering, Geographic Information System (GIS) or related field which includes a minimum of 12 credit hours of GIS/CAD, (Geographic Information System/Computer Aided Drafting) and two years of GIS/CAD Surveying experience; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years of SURVEYING, GIS/CAD (Geographic Information System/Computer Aided Drafting), application development and data base management, or related computer experience; OR
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

Adopted 1/15/16

Reviewed 11/28/18