

SENIOR TAX MAP TECHNICIAN
CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE
SALARY RANGE: 25.03 - \$32.57/HR
40 HOURS/WEEK (8:00 AM – 4:30 PM) + BENEFITS

Chautauqua County Department of Finance is seeking applications for one (1) Full-Time, Senior Tax Map Technician in the Mayville, NY office. This is a technical position involving 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 a lower-level technician, when assigned. 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 Arc Map/Arc Map Pro Software;
- 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;
- 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, surveyors town officials, etc.;
- Performs other duties as assigned.

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

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

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.