



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Tax Map Technician (*Provisional Appointment)

SALARY: \$31,172 – 40,217 annually

LOCATION: Monroe County Department of Finance - Real Property Division

JOB SUMMARY: This is a technical position involving responsibility for the accurate plotting and mapping of changes in property lines on a tax map. Basic data is obtained from property transfer records, filed subdivision maps, aerial and other tax maps, and direct field observations. Work is performed under the general supervision from, and the employee reports directly to, the Tax Map Supervisor. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of sixty (60) semester hours in Engineering or Civil Technology; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid full-time or its part-time/volunteer equivalent experience in surveying, drafting, or sub-professional engineering work involving drafting; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTE: Possession of a current New York State Class *D* driver's license at the time of appointment.

*Acceptable types of experience include but are not limited to: assessor's assistant, cartographer, draftsman in civil engineering or surveyor's office, abstractor.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: December 15, 2008

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.