



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **TAX MAP TECHNICIAN**
(Provisional* Appointment)

SALARY: \$39,622 - \$54,289 annually

LOCATION: Monroe County Department of Finance
Office of Real Property Tax Services

JOB SUMMARY:

This is a technical position responsible for the design and maintenance of tax maps in a digital format. Duties include designing maps, charts and graphs as well as developing reports and graphics utilizing a geographic information system (GIS) desktop publishing system. The employee reports directly to, and works under the general supervision of, the Tax Map Supervisor or other higher level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in Civil Engineering, Geographic Information Systems, Surveying Engineering Technology, or Mechanical Technology; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus two (2) years full-time or its part-time equivalent paid or volunteer* experience in surveying or drafting, OR sub-professional engineering work involving drafting or geographic information systems; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Volunteer experience must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 8, 2024

Posting Deadline: April 5, 2024

*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) candidates on the examination list in order to be eligible for permanent appointment.