

## REAL PROPERTY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves reviewing deeds and other documents for accuracy and completeness prior to their use in maintaining County tax map records. The incumbent also researches possible errors and recommends changes in deeds and/or tax map records. Duties are performed under the general supervision of the Director or Real Property Tax Service's in accordance with established procedures and practices. General supervision may be exercised over department personnel in the absence of the Director of Real Property Tax Services. A Real Property Technician does related work as required.

### TYPICAL WORK ACTIVITIES:

- Review routine filings of deeds and leases for accuracy and completeness;
- Discusses alleged errors in deeds or map plotting with attorneys, surveyors and property owners;
- Searches property records and verifies correct plotting of maps;
- Points out inconsistencies between deeds and maps;
- Provides a history of the assessment of every problem parcel to the Department of Real Property Tax Services and local assessors;
- Studies effects of changes of tax map records on assessment rolls;
- Answers inquiries from the public regarding parcels on tax maps;
- Explains legal and technical terms used in the deeds and leases;
- May supervise Real Property Tax Department in absence of the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of deeds and related property records; ability to interpret, utilize and explain the use of tax maps; ability to establish and maintain effective relations with the public and local assessors; ability to supervise the work of others; tact and courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience as an Assessor, Title Searcher or similar occupation involving the regular use and/or maintenance of real property title records.

PROMOTION QUALIFICATIONS: Two (2) years of experience in a lower grade clerical position within the Real Property Tax Services Department.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: March 6, 1985