

## TAX MAP DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the plotting and mapping of changes updating real property tax maps. Duties are performed under the general supervision of the Director of Real Property Tax Service in accordance with established procedures and practices and requires a high degree of accuracy. A Tax Map Drafter does related work as required.

### TYPICAL WORK ACTIVITIES:

- Locates parcel information such as geographic location and property lines for abstractors, assessors, attorneys, realtors, and others;
- Checks property records and tax maps to correctly identify parcels or portions intended for transfer of title;
- Computes acreage involved in each change of information;
- Plots and maps all changes in property lines from deeds, wills, and other real property transfers, surveys, and maps filed in the County Clerk's Office;
- Answers inquiries from the public regarding parcels on tax maps;
- May search property records and verify correct plotting of maps.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of drafting; working knowledge of plane geometry; ability to correctly identify and transfer property lines to maps as described in deeds and other legal documents; ability to understand and interpret complex oral and written directions; ability to interpret, utilize, and explain the use of tax maps; ability to establish and maintain effective relationships with the public and local assessors; skill in the use of drafting instruments; tact and courtesy to the public; 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 an Associate's degree in construction or civil technology;

OR

- B. Graduation from a regionally accredited or New York State registered college or institute with a diploma in architectural drawing or drafting and one (1) year of experience preparing civil engineering plans or layouts;

OR

- C. Two (2) years of experience as described in (B) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/19/84