

**TAX MAP TECHNICIAN TRAINEE**  
**Allegany County, New York**

This is an AFSME position (grade 12, salary range \$19.25-23.22 – 35 hour work week). After one year the position is automatically increased to Tax Map Technician (grade 15, salary range \$21.01-26.25 – 35 hour work week). Allegany County offers NYS Retirement, Health Insurance and other benefits.

Please send Cover Letter, Application Form [Required!] and Resume to attention of:  
Human Resources/Civil Service  
7 Court Street – Suite 216  
Belmont, NY 14813

Application Form: <https://www.alleganyco.com/wp-content/uploads/Civil-Service-Application.pdf>

Questions about the Application Process call: 585-268-9212

Questions about the actual job call Joe Budinger Director of Real Property: 585-268-9381

**TAX MAP TECHNICIAN TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position that involves the learning and performance of responsible technical work in the maintenance of tax maps. The work is performed under the direct supervision of the Senior Tax Map Technician with predetermined policies and procedures. Supervision decreases and responsibilities increase as the trainee becomes more knowledgeable in the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Under supervision, learns and performs the following duties:

Searches records and deeds in the County Clerk's and Surrogate's Offices;

Compares deeds to determine whether changes are necessary in the tax maps;

Has charge of the maintenance of the maps, records and other files;

Gives information to the public regarding records and maps;

Plots and maps all changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's Office;

Computes correctly the acreage involved in each change for the information of the assessors.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of the practices and principles of drafting; working knowledge of the use of drafting instruments; working knowledge of office management, terminology, practices and equipment; working knowledge of deeds, wills, court petitions and other property records; working knowledge of mathematics, including plain trigonometry; ability to read and understand tax maps; ability to get along well with others; good judgment; initiative; integrity; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Either:

(a) Successful completion of one year of college or technical school courses in engineering technology, architectural technology, drafting, or related technical area; or,

(b) Graduation from high school or the possession of a high school equivalency diploma and one year of experience in tax mapping, drafting, surveying or sub-professional engineering work.

PROM: Two years competitive class status as a Real Property Tax Service Aide in the Allegany County Real Property Tax office.

**GIS degree or certification is very helpful.**