

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 67-877 TAX MAP TECHNICIAN

VACANCIES: At present, one vacancy exists with the Jefferson County Real Property Tax Services

SALARY: \$21.82 - \$26.79/hr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: May 24, 2024

EXAMINATION DATE: July 13, 2024

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in civil engineering or drafting or a related field; OR

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

(B) Graduation from high school or possession of a high school equivalency diploma and two years experience in drafting, tax map preparation or surveying work involving laying out or mapping property lines; OR

(C) An equivalent combination of training and experience as defined by the limits of both (A) and (B) above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Plots all changes in property lines from deed descriptions onto maps using drafting equipment and computer plotting; transfers changes onto mylar originals;
Updates ownership record cards, input sheets and file content sheets for data processing;
Plots new subdivisions and parcels; calculates parcel areas, road frontage, dimensions and center coordinates; records appropriate information on deeds and identification cards;
Checks and searches property records and tax maps to obtain information required for mapping;
Locates parcel information for abstractors, assessors, attorneys and the general public;
Contacts other County departments, attorneys, surveyors, abstractors, realtors and the public to interpret maps, obtain information and resolve discrepancies in records;
Provides information to attorneys, surveyors, property owners on changes or errors which may affect assessments;
Attends conferences, seminars, workshops to keep up-to-date with new developments and technology;
Prepares final manuscripts; generates new maps at larger scales; reproduces maps and deeds as necessary for public, other County departments or professional individuals and organizations;
May be required to make field inspection to solve extremely difficult problems;
Assists in maintaining files and records as original maps, forms, base manuscripts, aerial photography and other information related to the mapping section.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Understanding and interpreting charts, graphs, maps and tabular material

These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

Mathematics, including algebra, geometry, and trigonometry

These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

Deed descriptions and legal documents related to real property

These questions test for the ability to read, analyze, and perform computations based on real property deeds, tax maps, and survey maps and for knowledge of the basic terminology and legal requirements presented in real property deeds and documents.

Computer-assisted mapping, including basic geographic information system (GIS) applications

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 4-24-24