

# Jefferson County Real Property **TAX MAP TECHNICIAN**



**Jefferson County Real Property Tax Services is seeking a Tax Map Technician. This position involves skilled drafting as well as office and field work in the preparation and maintenance of tax maps, with a primary focus on accurately plotting and mapping property line changes and maintaining associated records. Individuals with experience with GIS and AutoCAD are encouraged to apply.**

**Salary Range:** \$23.71 - \$29.12 per hour.

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

**MINIMUM QUALIFICATIONS: Either:**

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

(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.

Applications will be accepted until the position is filled.

**Civil Service exam required for permanent appointment.**

**Apply online on our Employment Portal:** <https://jefferson-portal.mycivilservice.com/>

**Or send a paper application and resume to:**

Jefferson County Dept. of Human Resources,  
175 Arsenal St. Watertown, NY 13601.

\*Jefferson County is an Equal Opportunity Employer\*

