



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Tax Map Technician #107

PAY RATE: \$19.64- \$22.52/hr (2021 salary)

DEPARTMENT/DIVISION: Real Property Tax Services

WORK LOCATION: Philo J. Brooks Building, 59 Park Ave, Lockport, NY 14094

STATUS: Provisional

DESCRIPTION: This work involves accurately plotting and mapping all changes in property lines throughout the county. Employee uses drafting, detailing and scaling techniques to assist in the preparation of drawings and maps in accordance with Part 9 of the NYS Rules and Regulations for Real Property Tax Administration. Employee may be required to make detailed check and search of available property records to obtain information required for mapping.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, which included or is supplemented by at least two courses in surveying, drafting or GIS applications AND one (1) year of full-time paid experience in a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements. Experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency; OR
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering, cartography, construction or civil technology, civil engineering, GIS or closely related field AND one (1) year of full-time paid experience as described in (1) above; OR

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**3. Three (3) years of full-time paid experience in engineering, surveying, drafting, or GIS and geodatabase work. One (1) year of experience must have been as described in (1) above; OR**

**4. Three (3) years of full-time paid experience as described in (1) above.**

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**Provisional Appointment: Successful candidates will be required to take a Civil Service Examination and be reachable for permanent appointment.**

DATE POSTED: **12/2/20** DEADLINE: **12/30/20**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

**Niagara County Human Resources**

**111 Main Street – Suite G2, Lockport, NY 14094**

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer