

ASSISTANT SURVEYOR

General Statement of Duties and Responsibilities

Under general supervision, with considerable responsibility and latitude for the exercise of independent judgment, supervises the preparation and maintenance of tax maps for the proper operation of the Real Property Assessment Bureau; keeps records and makes reports; performs related work.

Examples of Typical Tasks

Supervises a borough office in the Surveying Division of the Real Property Assessment Bureau.

Plans, assigns, and reviews the work of subordinates.

Prepares progress reports.

Coordinates the tax mapping work of the borough office with field survey operations conducted by other City departments and agencies.

Prepares, revises, or supervises the preparation of and revision of the official tax map, to accompany the annual record of assessed valuations, block and land maps.

Coordinates Finance Department activities with activities of other agencies.

Acts as consultant to assessors.

Supervises tax map changes resulting from condemnation and street alteration procedures.

Meets with attorneys, architects, engineers and surveyors in solving tax mapping problems, such as adjusting tax maps to reflect surveys, deeds and other legal documents.

Supervises maintenance of accurate records of all tax map work.

Qualification Requirements

1. Eight years of satisfactory, full-time experience in the preparation, computing and drawing of maps and plats for land subdivision, tax maps, or construction projects; or
2. A baccalaureate degree in Civil Engineering from an accredited college and four years of satisfactory, full-time experience in the preparation, computing and drawing of maps and plats for land subdivision, tax maps, or construction projects; or

ASSISTANT SURVEYOR (Cont'd)

Qualification Requirements (Cont'd)

3. Education and/or experience equivalent to "1" or "2" above.

Direct Lines of Promotion

From: Assistant Surveyor Trainee (21005)

To: Surveyor (21015)

Note: A collateral line of promotion may be provided for those Assistant Civil Engineers who possess the minimum qualification requirements set above.