

**TAX MAP CARTOGRAPHER**

**General Statement of Duties and Responsibilities**

This is class of positions encompasses technical and supervisory tax mapping work of varying degrees of difficulty and responsibility for the Department of Finance. There are two Assignment Levels within this class of positions. All personnel perform related work.

**Assignment Level I-A**

Under close supervision, receives training in and assists in performing the tax map cartography work described below. As training progresses, performs the more routine tasks described under Assignment Level I-B, below.

**Assignment Level I-B**

Under supervision, with some latitude for independent judgement and action, performs work on New York City tax maps. Performs tasks such as the following:

**Examples of Typical Tasks**

Prepares, revises and maintains tax maps.

Processes, prepares and makes recommendations regarding tax map mergers and apportionments. Assist in reviewing condominium floor plans, declarations and related documents for recordability.

TAX MAP CARTOGRAPHER (continued)

Assignment Level I-B (continued)

Examples of Typical Tasks (continued)

Makes, or oversees staff making, tax map changes to reflect condemnations, street alterations, and other modifications.

Coordinates tax map activities with other City agencies conducting field surveys.

Advises assessors seeking consultations on tax maps.

Utilizes computerized tax mapping and associated technologies, such as Geographic Information System ("GIS"), to create and modify tax maps and to resolve routine technical and data difficulties related to preparing, revising and maintaining tax maps.

Attends meetings with professionals, such as attorneys, architects, engineers and surveyors, concerning tax mapping matters, including, but not limited to, how best to reflect survey deeds and other legal documents on tax maps.

Keeps paper and computerized records; prepares reports.

Assists in supervising and instructing subordinate staff working on tax maps. May assign and review the work of subordinates.

May perform the duties of the supervisor in that person's temporary absence.

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TAX MAP CARTOGRAPHER (continued)Assignment Level II

Under general supervision, with wide latitude for independent judgement and decision making, supervises assigned staff and, in addition to performing the duties described under Assignment Level I above, performs tasks such as the following:

Example of Typical Tasks

Oversees the work of a tax map unit; is responsible for training and supervising unit staff; plans and assigns work; and evaluates staff performance.

Oversees staff using computer and associated technology to create and modify tax maps; resolves technical and data issues related to tax map preparation, revision and maintenance.

Reviews and makes determinations on incorporating tax map mergers, apportionments, condemnations, and street alterations.

Is responsible for the revision of the City's official tax map to accompany the annual record of assessed valuation, block and lot maps.

Coordinates tax mapping activities with the work of other agencies.

Is responsible for ensuring the maintenance of accurate paper and computerized tax mapping records; prepares reports.

May perform the duties of the supervisor in that person's temporary absence.

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TAX MAP CARTOGRAPHER (continued)Qualification RequirementsFor Assignment Level I-A

1. A baccalaureate degree from an accredited college in civil engineering, technology, or a closely related field, including or supplemented by at least eight semester credits in technical drawing, surveying, or cartography, and one year of full-time satisfactory experience in drafting, tax map drafting, and surveying, or cartography; or
2. An associate degree from an accredited college in civil engineering technology or surveying and three years of full-time satisfactory experience as described in "1" above; or
3. A four year high school diploma, or its educational equivalent, and five years of full-time satisfactory experience as described in "1" above.

For Assignment Level I-B

In addition to meeting the "Qualification Requirements" for Assignment Level I-A, above, to be assigned to Assignment Level I-B individuals must have at least one additional year of experience, for a minimum of two years of satisfactory full-time experience as described in, "1" under AL I-A above.

After one year of satisfactory service at Level I-A incumbents will be automatically assigned to Level I-B.

TAX MAP CARTOGRAPHER (continued)

Qualification Requirements (continued)

For Assignment Level II

In addition to meeting the "Qualification Requirements" for Assignment Level I-A above, to be assigned to Assignment Level II individuals must have two additional years of experience for a minimum of three years of satisfactory full-time experience as described in "1" under AL I-A above.

Direct Lines of Promotion

From: None

To: None