

## STAFF ASSISTANT (MAP COORDINATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for locating, indexing, filing, photostating and maintaining the maps of all land parcels in Westchester County filed in the Land Records Division of the County Clerk's Office. Responsibility involves performing custodial care for all original maps and making photostatic copies of them available for use of the public. Guidance and instruction may be provided to a small number of support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates the activities of the Maps Section of the County Clerk's Office including indexing, photostating, filing, and preservation of all maps of land parcels in Westchester County;

Responds to inquiries pertaining to the location and indexing of maps;

Replaces mutilated maps, town indexes, and blocks, as required;

Coordinates unit activities with the County Archivist, historical societies, professional planners, and architects throughout the County of Westchester;

Provides technical assistance to attorneys, contractors, and the general public regarding the filing, indexing, and photostating of all maps;

Insures the maintenance of a current and accurate index which cross references file number with size reduction of the photostatic copy and other basic data;

Maintains an adequate store of materials and supplies;

Prepares the unit budget request for the approval of the County Clerk;

Performs related clerical and administrative tasks to insure the smooth and effective operation of the unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the section of the Real Property Law dealing with the filing of maps; ability to file and organize data; ability to discern errors in written data; ability to meet and deal with people effectively; clerical ability; tact; courteous; neatness; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree\* in geography or cartography and one year of experience involved in the indexing and filing of maps; or (b) Bachelor's Degree\* and two years of experience involved in the indexing and filing of maps; or (c) four years of experience dealing with real property-related documents, two years of which must be involved in indexing and filing of maps.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.