

TAX MAP DRAFTER

GENERAL STATEMENT OF DUTIES: Prepares tax maps in the Assessor's Office in a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assessor, the incumbent in this class is responsible for doing specialized drafting work in the preparation and revision of tax maps and the maintenance of tax and assessment records in the Assessor's Office. Supervision over other employees is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Draws and revises tax assessment maps from detailed sketches, drawings, maps, diagrams and deed descriptions;

Interprets deed descriptions in terms of tax maps and changes assessment records accordingly;

Prepares diagrams of buildings from plans received on assessment cards;

Computes cubical contents of buildings and unit front footage of subdivision;

Does lettering of various types and styles as required in titles, legends, street names, plot dimensions on new and revised maps;

Apportions assessments on parcels being subdivided;

Enters apportioned assessments on assessment cards;

Assists in the measurement of buildings and the computation of building values;

Answers requests for information concerning tax assessment maps, subdivisions and assessments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the uses of drafting instruments in freehand and mechanical drawings, map making and lettering; familiarity with the field of real estate and assessment; familiarity with the uses of maps in assessment work; ability to read building plans and property deeds; ability to prepare assessment maps, diagrams and related materials; ability to make mathematical computations; ability to deal effectively with the public; resourcefulness; accuracy; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of an equivalency diploma and three (3) years of experience in drafting work; or (b) a high school completion of a two (2) year course in drafting and one (1) year of experience as detailed in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages, Cities
of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0091