

## **TAX MAP TECHNICIAN I**

**15200**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS (Competitive)**

This is routine work involving the gathering of basic data from property transfer records, tax maps, and other related documents and the subsequent sketching of parcel deed descriptions. An employee in this class plots and maps tax maps changes with Computer Aided Design software under the supervision of higher-level technicians. The incumbent is responsible for the maintenance of files and other records in the tax map office. Work is carried out under the direct supervision of a higher-level technician. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title.

Computes acreage involved in each change for information of assessors.

Performs draft sketches of parcel deed descriptions.

Locates parcel information such as geographic location and property lines for abstractors, assessors attorneys, realtors and others.

Interprets descriptions of conveyance shown on maps for information of assessors and property owners,

Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map.

### **FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the methods and procedures of title searching real property.

Working knowledge of the methods and techniques of mechanical drawing.

Working knowledge of personal computers and associated software used in drafting and engineering drawing preparations.

Ability to correctly identify and transfer property lines to tax maps as described in deeds and legal documents.

Ability to read and understand property records and tax maps.

### **MINIMUM QUALIFICATIONS**

Six (6) months of work experience, or its part time equivalent, in inspecting and examining titles to real property or in preparing parcel sketches.

4/2012 Revised