

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Real Property is in search of:

Tax Map Technician

Salary: \$47,077 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility, NYS Retirement, NYS Deferred Compensation, and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

An employee in this position performs skilled drafting and related office and field work in the preparation and maintenance of tax maps. Incumbent is responsible for the accurate plotting and mapping of property line changes and maintenance of related records. Work includes deed research and occasional field work required to ascertain ownership to alienated or unknown parcels, property descriptions and solutions to mapping problems. An incumbent works with relative independence under the general supervision of a technical superior who provides advice and assistance in unusual or difficult cases. Work is reviewed for accuracy, completeness and conformance with applicable state specifications.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of an Associate's Degree in Civil Engineering, Surveying, Cartography, Photogrammetry or related field and one (1) year of experience in computer assisted drafting, tax map preparation, surveying or related field; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at:

<http://www.cs.ny.gov/jobseeker/degrees.cfm> . You must pay the required evaluation fee.

Additional Employment Information: This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
EEO

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