

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Real Property is in search of:

Tax Map Technician/CAD Specialist

Salary: \$58,442 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility 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.

Duties of the position: The incumbent performs lead worker responsibilities and skilled technical work in the coordination of tax mapping activities in the Real Property Tax Service Department. Work involves the preparation and maintenance of tax maps and related records and work is performed in both the office and the field. Work includes the use of a Geographic Information System and related software to create and maintain tax maps and special mapping projects. The incumbent works within the framework of established policies and under general supervision with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over lower-level technical personnel. Performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Civil Engineering, Surveying, Cartography, Photogrammetry or related field and 18 months of experience in computer assisted drafting, tax map preparation 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 42 months of experience as described 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.

The deadline for applications is **Monday, July 27, 2026.**

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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