

**ST. LAWRENCE COUNTY
A.A./E.E.O. EMPLOYER
CIVIL SERVICE OPPORTUNITY
EXAMINATION OPEN TO THE PUBLIC**

EXAMINATION DATE: July 13, 2024

LAST FILING DATE: June 12, 2024

Tax Map Technician - # 62-084

There is currently one (1) vacancy for Tax Map Technician at St. Lawrence County Real Property Department. The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Personnel Office. The current salary is \$44,020.

MINIMUM QUALIFICATIONS: EITHER:

- A) Graduation from a regionally accredited or NYS registered college with an Associate's Degree in Civil Engineering, Surveying, Cartography, Photogrammetry or related field and one (1) year 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.

NOTE: Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

SPECIAL ANNOUNCEMENT: Effective November 7, 2018, the St. Lawrence County Personnel Officer has assumed the administration of civil service for the City of Ogdensburg. At that time, St. Lawrence County eligible lists will, as appropriate, be certified to fill vacancies in the City of Ogdensburg. Candidates interested in employment with the City of Ogdensburg must now participate in examinations conducted by the St. Lawrence County Human Resources Department.

APPLICATION FEE: The St. Lawrence County Human Resources Department will be collecting an application fee of \$12.50 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. **DO NOT SEND CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification, please complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at: <https://stlawco.gov/Departments/HumanResources> or by contacting the Human Resources Department at (315) 379-2210.

GENERAL STATEMENT OF DUTIES: 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.

NOTE: Calculators are **RECOMMENDED** for this exam.

SUBJECT OF EXAMINATION: SEE ATTACHED EXPANDED SCOPE STATEMENT

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination date, as to the time and place of the examination. In order to assure you receive all correspondence from our office, we **must** have your current address on file. Email changes to: exams@stlawco.gov or contact the St. Lawrence County Human Resources Department at the number listed below.

Date Published: May 08, 2024

APPLICATIONS AND FURTHER INFORMATION
St. Lawrence County Personnel Office
48 Court Street, Canton, New York 13617-1169
(315) 379-2210
<https://stlawco.gov/Departments/HumanResources>
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

SITTING CONDITIONALLY FOR AN EXAMINATION

Persons who will receive a qualifying college degree within two months after the date of this examination will be allowed to sit conditionally. The candidate will be required to furnish proof that they have received said degree, no later than one month after the establishment of the eligible list resulting from this examination. Said proof must be received by the Personnel Office **no later than one month after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frames so stated, the candidate will become eligible for certification.

SPECIAL EXAMINATION ARRANGEMENTS

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Personnel Office. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

MILITARY COMMITMENT

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Personnel Office for information regarding their rights to an alternate test date.

OTHER ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Personnel Office no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

CROSS FILERS

Candidates taking both State and local examinations scheduled for the same day will take all examinations at a State site. Candidates must make arrangements by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

VETERANS CREDITS

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946

June 27, 1950 - Jan. 31, 1955

Feb. 28, 1961 - May 7, 1975

June 1, 1983 - Dec. 1, 1987

Oct. 23, 1983 - Nov. 21, 1983

Dec. 20, 1989 - Jan. 31, 1990

Aug. 2, 1990 - End of Persian Gulf Conflict

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 4 of the application for additional information)

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

WRITTEN EXAMINATION

This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations will apply.

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

ELIGIBLE LISTS

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

NOTE TO CANDIDATES

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Books or other reference materials are also prohibited.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

EXPANDED SCOPE STATEMENT

Tax Map Technician

Exam Date: 07/13/2024

62-084

SUBJECTS OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Mathematics, including algebra, geometry, and trigonometry

These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

2. Deed descriptions and legal documents related to real property

These questions test for the ability to read, analyze, and perform computations based on real property deeds, tax maps, and survey maps and for knowledge of the basic terminology and legal requirements presented in real property deeds and documents.

3. Computer-assisted drafting (CAD) technology

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

4. Computer-assisted mapping, including basic geographic information system (GIS) applications

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:
<https://www.cs.ny.gov/testing/testguides.cfm>.