

## REAL PROPERTY SYSTEMS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work involving responsibility for providing accurate, timely information and advice on both the real property mapping and tabulation functions performed by the division to assist local officials and the public. The incumbent of this position supervises the functions of the tax mapping unit of the County Real Property Tax Services Division. Work is performed under general supervision of the Director of the Real Property Tax Services Agency. Direct supervision is exercised over the work of subordinate staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and instructs clerical staff on the entry of all real property data, verifying that complete and accurate adjustments have been made to tax maps;

Supervises the drafting of new tax maps and computation of acreage when large parcels are divided and developed;

Supervises the operation of and operates GIS mapping equipment, RPS processing and manual drafting machines (i.e., Leroy lettering, Hewlett-Packard, personal computer, SPARC station, IBM PC) and related equipment;

Supervises the tabular source data analysis and evaluation process;

Supervises the digitalizing and editing coverages for database management;

Examines records and deeds in County Clerk's Office to determine ownership and verify property boundaries;

Interprets deeds and determines whether changes are necessary on tax maps;

Interprets Real Property Tax Law as applied to real property tax mapping;

Plots all changes in property lines from deeds, wills, court orders, foreclosures, surveys and subdivisions;

Advises local assessors on preparation and maintenance of tax maps and other records necessary to maintain accurate real property data;

Assists attorneys, local assessors and general public regarding property changes and adjustments;

Assists Department of Law with tax sales of real property acquired through delinquent taxes;

Advises local assessors on tax map legalities;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and

practices of computerized and manual tax mapping; thorough knowledge of real property tax laws and judicial and administrative determinations governing real property; good knowledge of deeds and related property records and ability to understand their relation to mapping processes; good knowledge of office and staff management; good knowledge of systems analysis; ability to establish and maintain effective relationships with public, local assessors and county officials; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in geography, planning, architecture, surveying or a related field, and two (2) years of experience in an occupation providing a good knowledge of mapping principles, computer graphics or computer assisted drafting relating to real property; or
- b) Bachelors degree in geography, planning, architecture, surveying or a related field, and four (4) years of experience in an occupation providing a good knowledge of mapping principles, computer graphics or computer assisted drafting and methods relating to real property; or
- c) Associates degree in geography, planning, architecture, surveying or a related field, and six (6) years of experience in an occupation providing a good knowledge of mapping principles, computer graphics or computer assisted drafting relating to real property; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.