

CAREER OPPORTUNITIES WITH CIVIL SERVICE  
**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

**Announces**

**Examination Open to the Public**

**TAX MAP TECHNICIAN**

**Examination # 66772**

**Date of Examination: July 13, 2024**

**FILING DEADLINE —**

**Applications must be received or postmarked by: May 24, 2024**

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION**

**\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.**

**Cash accepted only if paying in person; you must have the exact dollar amount.**

**Personal checks will NOT be accepted.**

**Salary: \$40,860 per year (2024 Base Rate)**

**Residency:** Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made. Refer to the General Instructions.

**Vacancies:** The eligible list established as a result of this examination will be used to fill any appropriate vacancies that exist/occur under the jurisdiction of the Herkimer County Personnel Department. At present, one vacancy exists in the Herkimer County Real Property Department.

**Duties:** This is responsible technical work involving the maintenance of tax maps maintained by the County in a digital format. The work is performed in accordance with policies determined by the Director of Real Property Tax Services and under the supervision of a Senior Tax Map Technician. A wide latitude is permitted for organizing and carrying out the technical work. The incumbent does related work as required.

**Minimum Qualifications:** Candidates must meet the following requirements on or before the date of the written test:

**Either:**

- (A)** Graduation from a regionally accredited or New York State college or university with an Associate's Degree in Engineering, Land Surveying, GIS technology, or related field; OR
- (B)** Graduation from high school or possession of a high school equivalency diploma and two (2) years of tax mapping experience; one (1) year of which shall have included computerized mapping experience utilizing a Geographic Information System (GIS); OR
- (C)** An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Completion of six (6) college credits of GIS class work can be substituted for each year of experience.

**Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**Understanding and interpreting charts, graphs, maps and tabular material**

These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

**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.

**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.

**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.

**Test guide:**

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>.

Tax Map Technician

**Use of Calculators are RECOMMENDED.**