



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

**\*\*REVISED\*\***

Brayton M. Connard, SPHR  
Director

---

**TITLE:** Tax Map Technician (\*Provisional Appointment)  
**SALARY:** \$ 31,172 – 40,217 annually  
**LOCATION:** Monroe County Department of Finance - Real Property Division

**JOB SUMMARY:** This is a technical position responsible for the design and maintenance of tax maps in a digital format. Duties include designing maps, charts and graphs as well as developing reports and graphics utilizing a geographic information system (GIS) desktop publishing system. The employee reports directly to, and works under the general supervision of, the Tax Map Supervisor or other higher level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

**PROPOSED MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in Civil Engineering, Geographic Information Systems, or Surveying Engineering Technology; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus two (2) years full-time or its part-time equivalent paid or volunteer\* experience in surveying or drafting, OR sub-professional engineering work involving drafting or geographic information systems; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\* Volunteer experience must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

### **SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. 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.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street – Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** February 27, 2009

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

---

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.  
An Equal Opportunity Employer