

**TAX MAPPING TECHNICIAN****Nature of Work**

Under general supervision, performs full-performance level work in providing training, guidance and assistance to local assessor's office personnel in the area of tax mapping. Advises and monitors the work to insure accuracy and compliance with rules and regulations. Performs research and plotting of parcels on tax maps. Considerable travel is involved. Performs related work as required.

**Examples of Work**

Trains, advises and monitors the county assessor's personnel in tax mapping procedures.

Oversees the plotting of data to tax maps.

Instructs county personnel in the use of a drafting machine, digital planimeter, and other computerized mapping equipment.

Researches and reviews county court records of deeds, plats, wills, buyer-seller index books.

Inspects properties to verify the accuracy of tax maps.

Plots parcels of property to tax maps.

Researches and collects oil, gas, coal and mineral data for natural resource valuation.

**Knowledge, Skills, and Abilities**

Knowledge of mapping and property appraisal principles, techniques and procedures, and office drafting methods.

Knowledge of laws, rules and regulations pertaining to real property appraisals.

Knowledge of cartographic survey procedures and practices.

Skill in drafting.

Skill in the use of a drafting machine, digital planimeter, and other computerized mapping equipment.

Ability to perform deed research.

Ability to read and interpret various kinds of maps, plans, and survey notes.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to plan, instruct, organize and review the work of others.

Ability to establish and maintain effective working relationships with other employees, officials, and the general public.

**Minimum Qualifications**

**TRAINING** Graduation from a standard four-year high school or the equivalent.

**EXPERIENCE** Four years of full-time or equivalent part-time paid employment in mapping, property appraisal, survey work or a closely related field.

9841

**TAX MAPPING TECHNICIAN (CONT'D)**

**Minimum Qualifications (cont'd)**

SUBSTITUTION Course work from an accredited four-year college or university or related business school or vocational training may substitute through an established formula for the required experience.

Established: 8/19/93  
Effective: 9/16/93