



Our Future Starts
With *you!*

POSITION: Senior Tax Map Technician (HELPS)

DEPARTMENT: Albany County Real Property Tax Service Agency

SALARY: \$58,000 - \$63,000

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

The incumbent is responsible for the maintenance of county tax map records and the tax map information room. The worker maintains tax maps and a land parcel database and provides tax map records and information in an efficient and economical manner. Work is performed in accordance with Department of Real Property Tax Service policies and procedures established by the Director of Real Property Tax Service. The worker is allowed considerable latitude for planning and administering the work. General supervision may be exercised over the work of others. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Graduation from a regionally accredited or New York State registered college with an Associate's degree in Engineering or Architectural Technology and one (1) year of experience in drafting or surveying work involving layout or mapping out of property lines;
OR,
B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in drafting or surveying work involving layout or mapping out of property lines.

Please upload a resume at the end of the online application process.

POINT OF CONTACT FOR INQUIRIES:

Michael McGuire, Director
michael.mcguire@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

