

ASSISTANT SURVEYOR TRAINEE

General Statement of Duties and Responsibilities

Under close supervision, receives a course of training, and with limited latitude for the exercise of independent judgment and unreviewed action or decision, assists in and performs beginning level work in the tasks performed by an Assistant Surveyor; performs related work.

Examples of Typical Tasks

Receives training in and, under close supervision, performs and/or assists in the performance of the following or related tasks:

Is trained to provide supervision of a borough office in the Surveying Division of the Real Property Assessment Bureau.

Maintaining accurate records of all map work.

Changing maps resulting from condemnation and street alteration procedures.

Preparing or revising the official tax map, maps to accompany the annual record of assessed valuations, and block and land maps. Is also trained to supervise the preparation and revision of this work.

Planning, assigning, and reviewing the work of subordinates.

Preparing progress reports.

Coordinating the mapping work of the borough office with field survey operations conducted by other City departments and agencies.

Coordinating Department of Finance activities with activities of other agencies.

Acting as consultant to assessors.

Meets with attorneys, architects, engineers, and surveyors to solve mapping problems, such as adjusting tax maps to reflect surveys, deeds and other legal documents.

Qualification Requirements

1. A bachelor of science degree in civil engineering from an accredited college with completed subjects in technical drawing and surveying and one year of full-time satisfactory experience in tax map drafting; or
2. An associate degree in civil engineering technology from an accredited school and three years of full-time satisfactory experience in drafting, at least one year of which must have been in tax map drafting; or

ASSISTANT SURVEYOR TRAINEE (Cont'd.)

Qualification Requirements (Cont'd.)

3. A four year high school diploma or its educational equivalent and five years of full-time satisfactory experience in drafting, at least one year of which must have been in tax map drafting.

Direct Lines of Promotion

This is a trainee class of positions with a term of training of two years and a probationary period of three years, one year of which must be served after maturing to the title of Assistant Surveyor (21010). Upon satisfactory completion of two years of permanent service and of the training course, employees in this class of positions will mature without further examination, in accordance with City Personnel Director Rule 5.8.1, to the title of Assistant Surveyor (21010) with one additional year of probation as noted above. An Assistant Surveyor Trainee's employment may be terminated at any time if his or her performance, conduct, capacity or fitness is not satisfactory.

Note: Associate Engineering Technicians (20118) who work in the Department of Finance preparing tax maps and meet the qualification requirements specified above may take a promotion examination for this title.