

SURVEYOR

General Statement of Duties and Responsibilities

Under executive direction, administers the activities of the Surveying Division in the Real Property Assessment Bureau; performs related work.

Examples of Typical Tasks

Plans, directs, and coordinates the activities of the Surveying Division engaged in the preparation, revision, and maintenance of tax maps as required by the Administrative Code.

Reviews new tax maps before release in order to insure general conformance with standards and policies of the Bureau.

Directs the preparation of the annual and semi-annual reports of the Division

Maintains liaison and cooperative relationships with other City departments and with private agencies and individuals in such matters as proposed tax map changes, condemnation proceedings, boundary discrepancies encroachments, and in other areas related to the functions of the Division.

Qualification Requirements

Two (2) years of permanent service in the title of Assistant Surveyor.

Direct Lines of Promotion

From: Assistant Surveyor (21010)

To: None