

## TAX MAP CARTOGRAPHER

### General Statement of Duties and Responsibilities

This is class of positions encompasses technical and supervisory tax mapping work of varying degrees of difficulty and responsibility for the Department of Finance. There are two Assignment Levels within this class of positions. All personnel perform related work.

### Assignment Level I-A

Under close supervision, receives training in and assists in performing the tax map cartography work described below. As training progresses, performs the more routine tasks described under Assignment Level I-B, below.

### Assignment Level I-B

Under supervision, with some latitude for independent judgement and action, performs work on New York City tax maps. Performs tasks such as the following:

### Examples of Typical Tasks

Prepares, revises and maintains tax maps.

Processes, prepares and makes recommendations regarding tax map mergers and apportionments. Assist in reviewing condominium floor plans, declarations and related documents for recordability.

Makes, or oversees staff making, tax map changes to reflect condemnations, street alterations, and other modifications.

TAX MAP CARTOGRAPHER (continued)

Assignment Level I-B (continued)

Examples of Typical Tasks (continued)

Coordinates tax map activities with other City agencies conducting field surveys.

Advises assessors seeking consultations on tax maps.

Utilizes computerized tax mapping and associated technologies, such as Geographic Information System ("GIS"), to create and modify tax maps and to resolve routine technical and data difficulties related to preparing, revising and maintaining tax maps.

Attends meetings with professionals, such as attorneys, architects, engineers and surveyors, concerning tax mapping matters, including, but not limited to, how best to reflect survey deeds and other legal documents on tax maps.

Keeps paper and computerized records; prepares reports.

Assists in supervising and instructing subordinate staff working on tax maps. May assign and review the work of subordinates.

May perform the duties of the supervisor in that person's temporary absence.

TAX MAP CARTOGRAPHER (continued)

Assignment Level II

Under general supervision, with wide latitude for independent judgement and decision making, supervises assigned staff and, in addition to performing the duties described under Assignment Level I above, performs tasks such as the following:

Example of Typical Tasks

Oversees the work of a tax map unit; is responsible for training and supervising unit staff; plans and assigns work; and evaluates staff performance.

Oversees staff using computer and associated technology to create and modify tax maps; resolves technical and data issues related to tax map preparation, revision and maintenance.

Reviews and makes determinations on incorporating tax map mergers, apportionments, condemnations, and street alterations.

Is responsible for the revision of the City's official tax map to accompany the annual record of assessed valuation, block and lot maps.

Coordinates tax mapping activities with the work of other agencies.

Is responsible for ensuring the maintenance of accurate paper and computerized tax mapping records; prepares reports.

May perform the duties of the supervisor in that person's temporary absence.

TAX MAP CARTOGRAPHER (continued)

Qualification Requirements

For Assignment Level I-A

1. A baccalaureate degree from an accredited college in civil engineering, technology, or a closely related field, including or supplemented by at least eight semester credits in technical drawing, surveying, or cartography, and one year of full-time satisfactory experience in drafting, tax map drafting, and surveying, or cartography; or
2. An associate degree from an accredited college in civil engineering technology or surveying and three years of full-time satisfactory experience as described in "1" above; or
3. A four year high school diploma, or its educational equivalent, and five years of full-time satisfactory experience as described in "1" above.

For Assignment Level I-B

In addition to meeting the "Qualification Requirements" for Assignment Level I-A, above, to be assigned to Assignment Level I-B individuals must have at least one additional year of experience, for a minimum of two years of satisfactory full-time experience as described in, "1" under AL I-A above.

After one year of satisfactory service at Level I-A incumbents will be automatically assigned to Level I-B.

C- XI  
ENGINEERING OCCUPATIONAL  
GROUP [158]

CODE NO.

TAX MAP CARTOGRAPHER (continued)

Qualification Requirements (continued)

For Assignment Level II

In addition to meeting the "Qualification Requirements" for Assignment Level I-A above, to be assigned to Assignment Level II individuals must have two additional years of experience for a minimum of three years of satisfactory full-time experience as described in "1" under AL I-A above.

Direct Lines of Promotion

From: None

To: None

**RESOLVED**, That the classification of the Classified Service of The City of New York is hereby amended in the Competitive Class, under the heading of **ENGINEERING OCCUPATIONAL GROUP [158]**, subject to Rule XI as follows:

I. By including the following title:

Title Code Number	Class of Positions	Annual Salary Range (eff. 7.1.04)		
		New Hire Minimum	Incumbent # Minimum	Maximum
21006	Tax Map Cartographer	\$40,289 ##	\$46,309	\$69,230
	Assignment Level I-A	\$40,269 ##	\$46,309	Flat Rate
	Assignment Level I-B	\$44,036	\$50,641	\$59,244
	Assignment Level II	\$47,802	\$54,972	\$69,230

Notes

# Employees hired into City Service on or after 7/1/04 shall be paid no less than the "New Hire Minimum" for the applicable Assignment Level. Upon completion of two years of qualifying active or inactive City service, such employees shall be paid no less than the indicated minimum for the employees' Assignment Level that is in effect for incumbents on the two year anniversary of their original appointment to City Service.

## After satisfactory completion of one year of training and service in the title of Tax Map Cartographer Assignment Level I-A, incumbents will be assigned to Assignment Level I-B at a salary of no less than the new hire minimum salary for Assignment Level I-B. Upon completion of two years of qualifying active or inactive City Service, the salary of employees at Assignment Level I-B shall be no less than the incumbent minimum, as described in "Note #" above.

II. Table of Equivalencies

All persons employed in the Department of Finance in the class of positions listed under "Present Title" below are hereby reclassified with no change in Civil Service Status or salary, in accordance with the Table of Equivalencies set forth below:

TABLE OF EQUIVALENCES

<u>Present Title</u>	<u>Reclassified Title - Level</u>
Assistant Surveyor Trainee (21005)	Tax Map Cartographer Assignment Level I-A
Assistant Surveyor Trainee (21005) (With one year of service in the title of Assistant Surveyor Trainee)	Tax Map Cartographer Assignment Level I-B
Assistant Surveyor (21010)	Tax Map Cartographer Assignment Level II

III. Terms and Conditions

1. All permanent employees in the title of Assistant Surveyor who are reclassified as shown in the above Table of Equivalencies cannot be reassigned to a lower Assignment Level, except in accordance with regular civil service procedures and regulations.

2. Any eligible lists which have been or may be promulgated for the titles listed above under "Present Title" are hereby made appropriate for the filling of positions in the corresponding Assignment Level of the "Reclassified Title."