



NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/27/26 DEADLINE: 8/23/26

POSITION TITLE/ #: **Tax Map Technician OR Tax Map Technician Trainee (DEPENDING ON THE APPLICANTS' EXPERIENCE LEVEL AND TRAINING) #14019 (HELP Program)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$23.79 - \$27.96** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Real Property**

WORK LOCATION: **Philo J. Brooks Building**

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **Tracy Farrell, Director**

ADDRESS: **59 Park Avenue, Lockport, NY 14094**

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Permanent**

DESCRIPTION: For a complete job description and minimum requirements please visit:
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Tax Map Technician Trainee: This is a trainee position in the competitive class and the term of appointment is limited to fifty-two (52) weeks, during which time employees shall be required to satisfactorily complete the training and experience requirements. The employment of the trainee may be discontinued if his/her conduct, capacity, or fitness is not satisfactory at any time between eight (8) and fifty-two (52) weeks of employment.

Tax Map Technician: The work involves accurately plotting and mapping all changes in property lines throughout the County. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. Under direct supervision, an employee in this class uses drafting, detailing and scaling techniques to assist in the preparation of drawings and maps in accordance with Part 9 of the New York State Rules and Regulations for Real Property Tax Administration. An employee in this class may be required to make a detailed check and search of available property records to obtain information

required for property plotting and mapping. Work may involve a variety of office maps and drawings and reproducing materials on office printing machines. Does related work as required.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

MINIMUM QUALIFICATIONS: **The minimum qualifications for both titles can be found here:**

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Tax Map Technician Trainee: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree, which included or is supplemented by at least two courses in surveying, drafting or GIS applications; **OR**
2. Two (2) years of full-time paid experience in surveying, drafting or GIS applications; **OR**
3. Two (2) years of full-time paid experience in a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements. Experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency.

Tax Map Technician:

Candidates must meet one of the following:

1. Graduation with a Bachelor's Degree, which included or is supplemented by at least two (2) courses in surveying, drafting or GIS applications **AND** one (1) year of experience in engineering, surveying, drafting, or GIS and geodatabase work; **or** a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements (experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency); **or** six (6) months as a Tax Map Technician Trainee; **OR**
2. Graduation with an Associate's Degree in engineering, cartography, construction or civil technology, civil engineering, GIS or closely related field **AND** one (1) year of experience in engineering, surveying, drafting, or GIS and geodatabase work; **or** a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements (experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency); **or** six (6) months as a Tax Map Technician Trainee; **OR**
3. Graduation from high school or possession of an equivalency diploma and three (3) years of experience in engineering, surveying, drafting, or GIS and geodatabase work; **or** a position working with real property records such as deeds, property transfer reports, title searches, tax maps, surveys or closing statements (experience must have been gained in a department of local, state, or federal government; or in a law, real estate, or abstract office; or related agency).

NOTE:

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;
2. Verifiable volunteer and/or part-time experience will be pro-rated.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023