



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094**

*Malcolm A Needler  
Personnel Officer*

(716) 438-4071

## **TAX MAP TECHNICIAN TRAINEE**

**No 66-920 Examination Open to the Public**

**Salary Range – \$18.14-\$20.44/hour**

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the Niagara County Real Property Department that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment..

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

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

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.

**DUTIES:** This is an entry-level traineeship position in which the incumbent is provided on-the-job training to learn how to perform tax mapping tasks. Appointees to this class are provided on-the-job and formalized training, when available, designed to provide essential knowledge and skills including: research and interpretation of property records such as deeds, surveys and wills, redrafting to original maps and notifying local officials and affected parties of all changes. The employee learns to and then assists with daily update maintenance on county tax maps. Employees in this position work with electronic mapping software applications. This position involves working closely with local assessors, title searchers, attorneys and the general public. Upon the successful completion of the training program, the employee assumes the full performance position of Tax Map Technician without further examination. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING  
DEADLINE.**

FILING DEADLINE

**OCTOBER 15, 2019**

A **non-refundable \$15.00 application fee** is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: September 16, 2019

EXAMINATION DATE

**DECEMBER 14, 2019**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Understanding and interpreting written material:** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
2. **Mathematics, including algebra, geometry, and trigonometry:** These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.
3. **Collection, analysis and presentation of data:** These questions test for knowledge of the proper procedures and terminology used to gather, evaluate, organize, and utilize various types of technical data and information.
4. **Understanding and interpreting charts, graphs, maps and tabular material:** These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.***

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**