

Champaign County Job Description

Job Title: Tax Map Technician

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments or Assistant Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: November, 2016

SUMMARY Maintains Champaign County tax maps and property tax numbering system. Is responsible for the GIS coordination within the Supervisor of Assessments Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for divisions and combinations of property tax numbers.

Drafts all map changes including: deleting parcel numbers, initiating new parcel numbers, interpreting legal descriptions, accurately drafts new parcels on map to scale, determines acreage of irregular tracts, combines properties, incorporates new subs into County maps and implements annexations into the County's number system.

Interprets detailed soil survey maps and re-allocate soils; determines proper distribution of soil types for new parcels. Maintains data in Sidwell Farms system and coordinates with the GIS department.

Determines land use and makes changes accordingly.

Prepares a number of written reports.

Responsible for GIS coordination within the Supervisor of Assessments Office.

Assists with compiling and explanation of information regarding drainage districts as needed. Provides data to the County Clerk for drainage changes due to splits/combinations.

Enters and maintains the parcel builder (PBA) program for approximately 77,000 parcels.

Responsible for all record/number changes relating to annexations.

Edits and enters all farmland changes annually as a result of splits, combinations, filter strips, etc.

Researches, locates and verifies recorded legal documents defining parcel dimensions and verifying ownership.

Implements and maintains procedures associated with Farmland Assessments in Bulletin 810.

Responsible for acquiring skills for the use of GIS software and communicating to the public and County employees as necessary.

Assists at counter or telephone answering questions and helping the public research information, applying for tax exemptions and name and address changes.

SUPERVISORY RESPONSIBILITIES This job does not require the exercise of supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE One to two years of college or technical school with course work in mapping and legal descriptions, coupled with one year of experience in working with legal descriptions. Should have experience with detailed soil survey to determine distribution of soil types when necessary; or equivalent combination of education and experience. Should have basic knowledge of real property assessment techniques and practices, and functional knowledge of policies, procedures, rules, regulations governing assessment practices in the state of Illinois.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos and to use good English. Ability to write correspondence. Ability to effectively present information to co-workers, township assessors and the general public. Ability to interpret legal descriptions.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Knowledge and understanding of assessment numbering system and to calculate acreage.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.