

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

GEOGRAPHIC INFORMATION SYSTEM SPECIALIST **(Real Property Tax Services)**

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Madison County Real Property Tax Services seeks a full-time Geographic Information System Specialist. This is a technical position involving coordinating the effective operation and maintenance of the Geographic Information System. The work is responsible for the accurate plotting and mapping of fall changes in property lines on a tax map. The work is performed under the general supervision of the Real Property Tax Services Director with some leeway allowed for the exercise of independent judgement. Supervision may be exercised over the work of the Geographic Information System Aide. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of an Associate's degree or higher, in Drafting, Engineering Technology, Environmental Science, Computer Science or a closely related field and one (1) year of full-time paid experience involving the use of computerized real property assessment records, appraisal records or tax maps; OR

(B) Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid clerical experience described in (A); OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: 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. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

2025 Hire Rate: \$22.94/hr

EOE