

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: May, 2023

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

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

Identifies legal descriptions on recorded documents for accuracy before parcel ownership changes are made.

Responsible for identifying divisions and combinations of property tax numbers on a variety of legal documents.

Contacts the appropriate party when a legal description is incorrect on a recorded or unrecorded document to ensure that a correction is made.

Scans all legal documents to the GIS department: including deeds, plats, combination requests, map changes, annexations and new subdivisions. Interprets legal descriptions and determines acreage of irregular tracts. Processes parcel transfers of splits, combinations, new subs, acreage changes, annexations and new subdivisions into the County Tax System (Devnet).

Interprets detailed soil survey maps and re-allocate soils; determines proper distribution of soil types for new parcels and proper classification of soils. Determines appropriate drainage amount reductions; a five year calculation. Maintains this data in the Devnet system.

Edits and enters all farmland changes annually as a result of splits, combinations, filter strips, forestry management, conservation stewardship and CRP programs.

Determines land use and makes changes accordingly.

Prepares a number of written reports; including parent/child genealogy reports.

Responsible for GIS coordination within the Supervisor of Assessments office.

Researches, locates and verifies recorded legal documents defining parcel dimensions and verifying ownership. Assists the public with mapping questions, genealogy and documents.

Assists in updates to historical genealogy.

Responsible for acquiring skills for the use of GIS, ESRI/ARCGIS PRO, MyDec, and other software as required. Communicates 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. Assists with filing and entering data as needed.

SUPERVISORY RESPONSIBILITIES May assist in the training of clerks as directed.

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.