

TAX MAP TECHNICIAN I

JOB RESPONSIBILITY

Under immediate supervision, is primarily responsible for updates to digital maps from survey drawings and legal descriptions; associated deed research, review, and analysis work in the Tax Map Department; performs other related duties as required.

ILLUSTRATIVE DUTIES

The duties listed below are intended to illustrate work functions performed in this classification:

Collects and analyzes new deeds, inspects lot splits, subdivisions and annexed property prior to becoming permanent record;

Assists title companies, lawyers, surveyors, engineers, other County offices and the general public regarding tax maps, surveys, deeds, addresses, web searches, digital data, etc.;

Updates and maintain digital property records for ownership and/or property boundaries on the County Tax Map;

Geo-reference surveys;

Works with and assigns new parcel numbers;

General office work to support department.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES (at time of filing application)

Ability to work well in a team environment and the capability to advise and confer with professional surveyors and other Medina County Offices;

Understanding of surveying as related to development of preliminary plans for land surveys and construction work;

Ability to understand and interpret property legal descriptions, subdivision plans, and surveys;

Familiar with researching old land records;

Ability to maintain technical records, understand and implement standard drafting practices, use of electronic mapping tools, specifically Esri ArcInfo or related software.

Note: All engineering and surveying duties noted are performed under the supervision of an Ohio Professional Engineer and Surveyor.

TAX MAP TECHNICIAN I continued

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

High school diploma or equivalent and two years of experience in surveying and/or drafting; knowledge of computer drafting and/or GIS.

Possession of a valid State of Ohio motor vehicle operator's license.

APPLICATIONS may be obtained online or from the Medina County Engineer's Office, 791 W. Smith Road, Medina, Ohio 44256, between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Applications will be accepted no later than April 26, 2019, at 4:00 p.m. The Medina County Engineer's Office is an Equal Opportunity Employer.

3/28/2019