

PORTAGE COUNTY
Tax Map

TITLE: Tax Map Draftsperson II

JOB OBJECTIVES: Incumbent is responsible for assisting with the daily responsibilities of the Tax Map Office, which includes responding to the public and other County departments concerning property boundary lines, ownership, address, etc., and drafting maps. Under general direction of the Tax Map Supervisor.

ESSENTIAL JOB FUNCTIONS:

- * Updating tax maps with IntelliCAD / Carlson survey software and replacing old pages;
- * Reviewing deeds for the transfer of land;
- * Filing surveys and checking closure;
- * Assigning house numbers;
- * Running tax map copies for public use;
- * Reviewing deed records for inconsistencies on maps;
- * Answering questions for the public or other County departments pertaining to records and maps.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Incumbent uses the following equipment: copier, typewriter, scales, computer, and calculator.

Critical Skills/Expertise:

- * Ability to read maps, blueprints and various drawings;
- * Knowledge of legal terminology on deeds and transfers, etc.;
- * Knowledge of geometry and related, principles;
- * Ability to use AutoCAD program;
- * Ability to communicate effectively, both orally and in writing;
- * Ability to solve problems and deal with the public.

Job Standards: High School education is required, along with related work experience. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

II. RESPONSIBILITY

Supervisor provides general direction in following established practices and clear-cut policies. Incumbent makes some decisions without supervisor's approval, but consults supervisor on non-routine problems. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

III. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, public and private sector employees, and the general public. The purpose of these contacts is to provide accurate information regarding properties to the public or other County departments.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: Incumbent's work is described as sedentary work, requiring the lifting of up to fifteen (15) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: climbing, stooping, kneeling, walking, pulling, fingering, talking, hearing, and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside without exposure to adverse environmental conditions.

ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date

R1.14.20