



POSITION AVAILABLE:

TAX MAP DRAFTSPERSON II

POSTING DATE: Tuesday, April 12, 2022
DEADLINE TO APPLY: Open Until Filled

DEPARTMENT: Tax Map
LOCATION: 449 S. Meridian Street, Ravenna, OH 44266

STARTING SALARY: \$18.99/hour
WORKING HOURS: 8:00 a.m. – 4:30 p.m., Monday – Friday
FLSA/CIVIL SERVICE STATUS: Classified, non-exempt

EXAMPLE OF DUTIES:

Assisting with the daily responsibilities of running the Tax Map Office including responding to the public and other County departments concerning property boundary lines, ownership, addresses, etc. as well as drafting and updating of the tax maps. Other duties include reviewing deeds for the transfer of land, filing surveys and checking closure, assigning house numbers, making tax map copies for public use, and reviewing deed records for inconsistencies on maps.

MINIMUM QUALIFICATIONS:

Applicant must have an Associate Degree in Engineering Technology or a related field, or a combination of education and experience that includes a minimum of three (3) years' experience doing surveying and engineering calculations, and a working knowledge of AutoCAD. Must be able to communicate effectively, both orally and in writing, and be able to solve problems and deal with the public.

HOW TO APPLY:

Application forms may be acquired on the County's website (www.co.portage.oh.us) or at the Portage County Engineer's Office.

Applications can be emailed, mailed, faxed or dropped off in person:

Portage County Engineer
5000 Newton Falls Road
Ravenna, Ohio 44266
Fax: 330-296-2303
Phone: 330-296-6411
Email: HRD@PORTAGECO.COM

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