



## **POSITION AVAILABLE:**

### **TAX MAP DRAFTSPERSON II**

**POSTING DATE:** Wednesday, December 21, 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

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#### **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](http://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](mailto:HRD@PORTAGECO.COM)**

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