

TAX MAP DRAFTSPERSON II

The Portage County Engineer is accepting applications from persons interested in the full-time position of Tax Map Draftsperson II. Typical duties of the position include 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.

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. Starting rate of pay is \$18.99 per hour.

Application forms may be acquired on the County's website (www.co.portage.oh.us) or at the Portage County Engineer's Office, 5000 Newton Falls Road, Ravenna, Ohio 44266. Phone (330) 296-6411. **Completed applications should be delivered to the County Engineer's office** and will be accepted until the position is filled. E.O.E.