



## POSITION AVAILABLE:

### Draftsperson II

POSTING DATE: Sunday, July 11, 2021  
DEADLINE TO APPLY: Friday, July 23, 2021  
  
DEPARTMENT: Tax Map  
LOCATION: Ravenna, OH  
  
STARTING SALARY: \$19.31 - \$29.67/hour  
WORKING HOURS: 8:00 a.m. - 4:30 p.m., Monday - Friday  
FLSA STATUS: Classified, Non-exempt

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#### MINIMUM QUALIFICATIONS:

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. Must have a valid Ohio Driver's License.

#### EXAMPLE OF DUTIES:

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.

#### 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.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- 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  
Email: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)

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