

**DEFIANCE COUNTY
JOB DESCRIPTION**

Position Title:	Tax Map Drafter	Civil Service Status:	Classified
Department:	Engineer's Office	FLSA Status:	Non-Exempt

Job Purpose:

The primary objective of this position, under the direction of the County Engineer, is to update, revise and accurately maintain information concerning legal descriptions of property, ownership, parcel identification numbers, addresses, and to draft associated maps, including base maps for the County Geographical Information System (GIS).

Essential Functions:

Receives, reviews, updates and electronically drafts property tax maps, replaces outdated pages in tax books and reproduces maps when requested.

Files surveys and verifies closure of the legal description, e.g. new subdivision plats, updates tax maps, e.g. property splits, annexations, etc.

Verifies deed descriptions for correctness and accuracy by research and comparison, approves and stamps correct transfers of land.

Develops updates and maintains the County Geographical Information System (GIS), including methods for retrieving and storing information.

Corrects inherent errors on tax maps by researching and interpreting old deed records, old surveys and old plats.

Answers questions for the public, other county departments, law firms, title companies, flood insurance companies and developers pertaining to records and maps, e.g. land ownership, tax mailing address, property address, property locations, lot dimensions, etc.

Assigns new house numbers for addresses not in incorporated areas of the county.

Other GIS functions as assigned.

Minimum Qualifications:

Completion of secondary education with technical training in CADD, drafting or surveying plus related work experience or equivalent combination.

Job Requirements:

Ability to use computer and related office and GIS/CADD software, calculator, copier, facsimile, blueprint machine, microfilm reader, plat books and other reference sources, drafting tools and equipment and any other equipment/machines/electronic devices necessary to complete the work assignments.

Critical Skills: (** Denotes: may be developed after employment.)

Ability to accurately research and interpret property titles, deeds, survey reports, plats, maps, related legal documents and accurately draft/update tax maps accordingly.

Knowledge of legal terminology relevant to deed descriptions/filings and familiarity with legal instruments/documents.

Knowledge of office, GIS and CADD software, e.g. word processor, spreadsheet, AutoCAD, ArcView, ArcMap, AccuGlobe, etc.

Knowledge of the Ohio Revised Code, County Subdivision and Zoning Regulations, Agency policies and survey practices and techniques. **

Ability to solve problems and deal with the public and other county personnel.

Knowledge of geometry and related principles and the ability to apply it to engineering/surveying computations.

Ability to work independently, follow oral and written instructions and exercise sound judgment.

Knowledge of the policies, procedures and methods of the Office of the County Engineer and the relationship they have to work assignments. **

Physical Effort and Working Conditions:

Physical Requirements: The work of this position is primarily performed in an office environment. The incumbent is required to occasionally lift up to fifteen (15) pounds.

Physical Activity: The incumbent is regularly required to crouch, reach, stand, lift, walk, finger, talk, hear and perform repetitive motions.

Visual Activity: The incumbent must be able to see at close distances.

Working Conditions: The incumbent works inside and is not exposed to adverse environmental conditions.

Safety Equipment: N/A

ACKNOWLEDGMENT

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

Employee

Date

Employee's Supervisor

Date