

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: TAX MAP TECHNICIAN - NOVICE
DEPARTMENT: ENGINEER'S OFFICE
CIVIL SERVICE STATUS: CLASSIFIED
FLSA STATUS: NON -EXEMPT
PAY RANGE: \$13.00 - \$14.00 PER HOUR
SCHEDULED HOURS: 40 HOURS PER WEEK

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN THIRTY (30) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 14, 2018.

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US . PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JUNE 7, 2018

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY ENGINEER'S
POSITION DESCRIPTION**

Position Title: Tax Map Technician – Novice

Incumbent:

Class Title:

Department: Engineer's Tax Map

Reports To: Tax Map Supervisor

Pay Range: \$X to \$Y

Probation: 365 Days

Work Hours: 8:00 A.M. to 5:00 P.M.

FLSA Status:

Civil Service Status:

Employment Status:

Lunch:

Non-exempt

Classified

Full-time

Unpaid

JOB RESPONSIBILITIES:

Under regular supervision performs technical and clerical duties. Clerical duties include: preparing documentation; performs reception duties, processes mail, receives and directs visitors and messages; operates office equipment; maintains various records. Technical duties include: legal document review; drafting.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Minimum education of high school diploma or its equivalent. Training and/or work experience which evidences a novice knowledge of office practices and procedures; a novice knowledge of drafting. Professional attitude towards work.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None

ESSENTIAL FUNCTIONS:

1. Ensures file information is complete and maintains files.
2. Receives and directs visitors, general public, and office personnel in a courteous manner.
3. Answers telephone, receives messages, provides general information and transmits messages to appropriate personnel.
4. Maintains office supplies, orders and/or purchases office supplies and distributes office supplies.
5. Performs clerical functions (e.g., files, retrieves documents, copies, collates materials, sorts and distributes mail, etc.).
6. Researches information (data).
7. Operates equipment (e.g., computer, calculator, copier, fax, etc.).
8. Demonstrates a regular and predictable attendance.
9. Maintain cash drawer.

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10. Follows all safety and health practices of the Warren County Board of Commissioners and Engineer's Office.
11. Develops and maintains effective working relationships.
12. Responds to inquires from attorneys, land surveyors, local officials, co-workers, and general public regarding property lines, deed corrections, lot splits, etc.
13. Assists Auditor's office in locating deed descriptions as necessary.
14. Reviews, critiques, and approves legal descriptions for compliance to the conveyance standard.
15. Reviews and revises tax and county maps as required; performs drafting work necessary to revise maps.
16. Placing new tracts and adjusting map when documents and new splits are recorded.
17. Assist as necessary in the conversion of Sidwell Tax Maps into GIS maps.

OTHER DUTIES AND RESPONSIBILITIES:

1. Works on special assignments and projects as directed.
2. Performs other duties as assigned by supervisor.
3. Attends workshops and/or seminars related to duties performed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: department policy, practice, and procedures; public relations; bookkeeping and records management; data processing techniques and procedures; research and investigation techniques; Microsoft Office software; drafting and engineering technology; Engineer's goals and objectives.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule format; communicate effectively; copy material accurately without error and correct grammatical and spelling errors; develop and maintain effective working relationships; maintain accurate records according to established procedures; calculate numbers; gather, collate and classify information; and anticipate projected inventory needs, deal with problems involving several variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; learn about other agencies; Exercise independent judgment and discretion; prepare accurate documentation; sketch/color/prepare maps, charts, graphs, and plans; respond to inquiries from public and elected officials; cooperate with co-workers on group projects; make effective and efficient use of time .

Skill in: typing, computer operation, calculator, copier, fax, modern equipment operation, data entry, etc.

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EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive

Computers, copiers (standard and wide format)

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Emergency plans for evacuation purposes.
2. Fire plans for prevention of fire hazards.
3. The handling of materials and supplies.
4. Hazardous chemicals.
5. Heavy, large, old, delicate, dusty, moldy books and drawings.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbents. My (employee) signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised:

Position Title: Tax Map Technician – Novice

Incumbent: