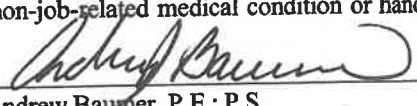


APPLICATION FOR EMPLOYMENT
AT AUGLAIZE COUNTY HIGHWAY DEPARTMENT
(Auglaize County Is an Equal Opportunity Employer)
(Please Print Plainly)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading. Filling out this application does not necessarily mean you will be accepted for a job. We consider applicants for all positions without regard to race, color, religion, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.


Andrew Baumer, P.E.; P.S.
Auglaize County Engineer

Position(s) Applied For

Date of Application

<u>(Last Name)</u>	<u>(First Name)</u>	<u>(Middle Initial)</u>
<u>(Address)</u>	<u>(City)</u>	<u>(State)</u> <u>(Zip Code)</u>
		<u> </u> / <u> </u> / <u> </u>
<u>(Telephone Number(s))</u>		<u>(Social Security No.)</u>
<u>(E-mail address)</u>		

Circle the correct answer:

Have you ever filed an application with us before?

Yes No
If Yes, give date _____

Have you ever been employed with us before?

Yes No
If Yes, give date _____

Are you currently employed?

Yes No

Do you have a valid Commercial Driver's License Class A?

Yes No

Please circle endorsements: N H X

PLEASE PROVIDE A COPY OF YOUR CURRENT DRIVERS LICENSE TO VERIFY YOUR CDL.

Do you have your CDL Permit?

Yes No

Are you prevented from lawfully becoming employed in
this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

We are an Equal Opportunity Employer

EDUCATION

School	Name & Address of School	Course of Study	Check Last Year Completed			
			9	10	11	12
High	_____					

College	_____		1	2	3	4

Other (specify)	_____		1	2	3	4

Check If Any Of The Following Are Applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States?
If yes, please describe _____

Yes No

Are you physically or otherwise unable to perform the duties of for which you are applying?

Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Prior to employment, I understand that I will be subject to a DMV check and drug/alcohol screening.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

(Signature of Applicant)

(Date)

Probationary Period: 1 Year

Beginning Pay: \$22.00/hr.

6 months: \$23.00/hr.

End of Probationary Period: \$23.00 – \$25.06/hr.

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 3

Agency:	Engineer	Employee Name:	
Class Title:	Tax Map Associate	Position Title:	Tax Map Associate
Class Number:		Position Number:	
Dept./Div.:	Engineer's Office	Civil Service Status:	Classified
Unit:		Employment Status:	Full-time
Reports To:	Tax Map Manager	FLSA Status:	Nonexempt
EEO Status:	06	DOT/O*Net Code:	018.261-010
		Normal Work Hours:	

GENERAL DESCRIPTION:

Under the general supervision, the Tax Map Associate gathers basic data from property transfer records, tax maps, and other related documents and sketches parcel deed descriptions.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of high school diploma or possession of a GED certificate required; related experience and/or training in surveying preferred; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, must remain insurable under the County's vehicle insurance policy.

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

Computer, computer software (e.g., Microsoft Office, mapping software, Public and other computer software), printer, scanner, copy machine, and any other modern office equipment; plotter/scanner.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); The employee may be required to lift, carry, push, or pull objects up to 10 lbs., ascend/descend ladders, stairs, and scaffolds; the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations and/or department needs may be required to lift, push, pull and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Lima, OH 45805

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 3

Agency:	Engineer	Employee Name:	
Class Title:	Tax Map Associate	Position Title:	Tax Map Associate
Class Number:		Position Number:	
Dept./Div.:	Engineer's Office	Reports To:	Tax Map Manager
Unit:			

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Performs clerical and administrative support duties (e.g., composes routine correspondence; operates and maintains office equipment; receives, sorts, and distributes mail; prepares reports and types documents; prepares, maintains, and files records and reports; answers phones and distributes calls, checks and responds to e-mails; provides general information to the public and other department officials; directs and assists visitors, etc.).
- 30% (2) Performs technical drafting (survey and plats); reviews road right-of-way plans and verifies the accuracy and completeness of plans; reviews descriptions for locations of monumentation, area of the parcel, closure, etc.
- 20% (3) Reviews new surveys, legal documents, and drawings for accuracy and credibility; review drawing of easements; receives and reviews plats; reviews the annexed areas are in correctly; verifies and files new surveys; verifies the accuracy of drawing plans and files documentation.
- 15% (4) Approves legal documents; files and maintains documents.
- (5) Maintains required licensures and certifications.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Attends professional education and training sessions, seminars, and workshops as directed.
- (8) Must demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs any and all other duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Auglaize County Engineer's Office.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Lima, OH. 45805

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Engineer	Employee Name:	
Class Title:	Tax Map Associate	Position Title:	Tax Map Associate
Class Number:		Position Number:	
Dept./Div.:	Engineer's Office	Reports To:	Tax Map Manager
Unit:			

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Auglaize County Engineer's Office policies and procedures*; office practices and procedures; office/departments goals and objectives; office/departments policies and procedures; modern computer skills and computer applications; workplace safety practices and procedures; personnel rules and regulations; administrative duties; public relations; records management; deeds and transfer information; real estate/survey/engineering terminology; English grammar and spelling; survey records and plats; supervisory principles and practices.

Skill in: computer operation; use of modern office equipment; organization; problem-solving.

Ability to: carry out instructions in written, oral, or picture form; be self-motivated; multitask; deal with problems involving several variables within familiar context; calculate fractions, decimals, and percentages; prepare accurate documentation; communicate effectively; effectively prioritize tasks; have strong attention to detail; maintain records according to established procedure; develop and maintain effective working relationships; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; understand a variety of written and/or verbal communications; answer routine telephone inquiries; research and interpret deeds, survey reports, and tax maps; travel to and gain access to work sites.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:

Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Lima, OH. 45805

