

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	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

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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:
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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