

CLASSIFICATION SPECIFICATIONS
MONROE COUNTY ENGINEER

TAX MAP SUPERVISOR

Job Responsibilities:

Works under general direction of the County Engineer; oversees and/or performs the transferring of deeds; drafts revisions onto county tax maps; checks, verifies and researches deed descriptions; supervises, assigns and directs all employees of the tax map office; performs other related duties as required.

Qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

An example of an acceptable qualification for this position is:

Completion of secondary education supplemental by course work in drafting and computer science. This position requires lifting of various road records and deed books of up to 25 lbs. Must possess a valid Ohio Drivers License. Must pass physical examination including drug and alcohol screening.

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks inherent to this classification, but are not all inclusive.

1. Transfers deeds to maintain current listing of land ownership for taxation and reference purposes. Interprets deed descriptions and verifies against map prior to stamping approval. Reviews preliminary and final plats and maps to ensure they meet county specifications.
2. Drafts land surveys and sub-divisions onto tax maps. Plots revisions. Corrects and updates tax maps.
3. Provides information to general public regarding property transfers, ownership, surveys, boundaries, etc. Congers with Auditor's office personnel regarding tax maps and related information.
4. Researches deed descriptions, survey records and other related official documents. File documents following use.
5. Evaluates work performance of personnel on scheduled basis. Issues and documents oral and written reprimands as necessary.
6. May assist in contract negotiations at the request of the County Engineer.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.

1. Knowledge of (a) county tax map office functions, (b) deed transfer procedures. (c) Subdivision regulations, (d) Ohio minimum standards for boundary surveys; ability to (e) interpret deed descriptions, (f) analyze descriptions against tax map data to identify problems, (g) update and query parcel cards and computer database.
2. Knowledge of (a), (h) basic drafting methods and techniques, including neatness and clarity, (I) drafting instruments, (j) basic geometric principles; ability to (k) apply geometric principles to practical situations, (l) follow detailed data accurately.
3. Knowledge of (a), (c) (d); ability to (m)develop and maintain effective working relationships with associates, supervisors and general public, (n) deal effectively with irate citizens, (o) present a pleasant public appearance.
4. Knowledge of (a); ability to (p) research information from a variety of sources, (q) organize documents according to alphabetical, numerical or subject order.
5. Knowledge of computer applications including but not limited to CAD and GIS Systems with emphasis on quality control of data, and website management.