

CLARK COUNTY ENGINEER

is hiring for a

Tax Map Director

QUALIFICATIONS:

- ❖ Licensed Professional Surveyor with a knowledge of supervision and office management, and knowledge of computer-aided drafting, GIS, and/or other computer related skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- ❖ Ohio Professional Surveyor's License

GENERAL DESCRIPTION:

- ❖ Full-time, Exempt, Unclassified
- ❖ Under direction, supervises tax map office; supervises the updating of existing tax maps; ensures compliance with Ohio surveying standards and the Clark County Conveyance Standards & Boundary Survey Requirements; checks, verifies, and approves deed descriptions, survey drawings, and record plats.

ESSENTIAL FUNCTIONS OF THE POSITION:

- ❖ Supervises tax map office and assigned personnel (e.g., recommends employment, termination, and discipline; handles grievances; evaluates personnel; schedules and assigns work; etc.); ensures coverage of office to respond to questions and accept filings; originates letters and other written documents.
- ❖ Oversees changes to existing tax maps; maintains suitable filing system.
- ❖ Checks, verifies, and researches deed descriptions, survey records, and other official documents; advises public, other county offices, surveyors, attorneys, etc., of errors and problems and best way to correct deficiencies; computes accuracy of legal description.
- ❖ Verify accuracy of deed descriptions and surveys; operates variety of office equipment including wide format plotter/scanner, photocopier, telephone, and fax.
- ❖ Assists general public, other county offices, surveyors, attorneys, etc., in locating maps and records; explains problems and procedures to Auditor's and Recorder's employees.
- ❖ Maintains all required licenses and/or certificates.

Work hours are 8:00 a.m. to 4:30 p.m. Monday-Friday.

\$55,000 - \$80,000, dependent upon qualifications.

If you wish to be considered for this position, go to the Clark County Website at www.clarkcountyohio.gov, click on Job Opportunities, proceed to the position listing which will contain a link for the Engineer's Office Employment Application; or contact the Engineer's Office to obtain an Employment Application.

A letter of interest, resume and applications may be submitted in person, or be mailed to:
4075 Laybourne Road,
Springfield, OH 45505; or faxed to 937-328-2473; or emailed to engineer@clarkcountyohio.gov.

Application Deadline:
Open Until Filled

An Equal Opportunity Employer

Last Updated: 5/20/2019



Applicants needing accommodation in completing the application should contact the Engineer's Office at 937-521-1800.