

GUERNSEY COUNTY MAP DEPARTMENT  
627 WHEELING AVE  
CAMBRIDGE, OHIO 43725

JOB DESCRIPTION

POSITION TITLE: **Map Office Associate**

I. JOB OBJECTIVES:

Under administrative direction, assists with the day to day operations of the Tax Map Office. This includes accurately maintaining Tax Map records and maps, ensuring compliance with State and County Standards. Assists the general public with information concerning real estate deeds, tax maps, and general property questions. Reports to Map Supervisors and/or the County Engineer.

II. ESSENTIAL JOB FUNCTIONS:

Map Department staff maintains accuracy and completeness of GIS maps by updating the same to reflect correct information based upon deed descriptions, surveys, records of transfer, and other related official documents;

Upon request, furnishes information to the general public regarding interpretation of real estate deeds through comparison to maps, surveys and other official documents/records;

Reviews deeds, maps, and other official records/documents to resolve problems or discrepancies as they relate to the activities of the Tax Map Office;

Upon request, advises the general public, surveyors, attorneys, and others of errors/problems and possible methods of correction per our Conveyance Standards;

Ensures accuracy of legal descriptions as they relate to surveys, and performs mathematical closures of the same;

Responds to the general public, surveyors, attorneys, local officials, and others through telephone, email, letters, and in person;

Performs other office tasks as assigned.

III. SKILLS AND KNOWLEDGE:

**Equipment:**

Ability to operate/use common office equipment (i.e. computer, calculator, fax machine, copier, large format copier/scanner, telephone, etc).

**Critical Skills/Expertise:**

Knowledge of Engineers Map organization, practices, policies, procedures, and work rules;

Knowledge of Guernsey County governmental organization;

Knowledge of real estate terminology relevant to deed descriptions, surveys, and property transfer documents;

Knowledge, or ability to gain knowledge through training or on-job experience, of computer-aided drafting practices and techniques;

Knowledge, or ability to gain knowledge through training or on-job experience, of surveying procedures and terminology;

Ability to perform mathematic calculations utilizing fractions, decimals, geometric equations, etc.;

Ability to interpret deeds, survey reports, tax maps, and other related documents;

Ability to develop and maintain good working relationships with associates, elected officials and general public;

Ability to plan, schedule, and prioritize work effectively and efficiently;

Ability to use and apply knowledge in the use of computer office programs, such as Word, Excel, Access, email, etc;

Ability to effectively communicate in common English, both in oral and written form, utilizing proper grammar, punctuation, and spelling;

IV. JOB STANDARDS:

Must be H.S. Graduate or GED. Post secondary education with training/course work in drafting, computer-aided drafting, and/or surveying; or completion of secondary education and an equivalent combination of course work and related work experience preferred.

V. RESPONSIBILITY:

Incumbent works under general supervision and applies organizational guidelines, policies, and procedures in carrying out the assigned duties. Accuracy in work is extremely important in performing the essential functions of the position.

VI. PERSONAL WORK RELATIONSHIPS:

Incumbent interacts with co-workers, representatives of private and public entities, other public officials and employees, and the general public in obtaining and/or furnishing information required to carry out work assignments. Interactions with others is frequent and a standard level of professionalism and tact must be maintained.

VII. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Job location: Work is performed in a modern office environment where no unusual physical requirements occur. Incumbent must also have the ability to read and work with printed data, and the ability to use telephone and/or interact with co-workers and the general public.

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPLY TO:

Resumes can be emailed to; [jmercerc@guernseycounty.org](mailto:jmercerc@guernseycounty.org) and [sleek@guernseycounty.org](mailto:sleek@guernseycounty.org) or mailed to:

Guernsey County Map Department, 627 Wheeling Ave. Suite 303, Cambridge OH 43725

**Application Deadline:** May 12th, 2023