

HOLMES COUNTY ENGINEER'S OFFICE

Job Title:	Mapping Technician I		
Position Type:	Full-time	Address:	75 East Clinton St Millersburg, OH 44654
Typical Work Schedule:	8:30 a.m. – 4:30 p.m. Monday-Friday	Pay Range:	
FLSA:	Hourly, Non-exempt	Civil Service:	Classified

Qualifications

A valid Ohio driver's license; high school diploma; a minimum of one (1) year experience in related field.

Job Description

ESSENTIAL FUNCTIONS:

- Review Deeds of conveyance
- Review survey plats and enter the traverse data on Arc Map
- Make general corrections and revisions to the Arc Map
- Update ArcGIS map with daily transfers of real estate
- Assists the public with related questions
- Documents transfers
- Maintains internal map layers
- Calculates acreage for non-surveyed parcels
- Maintains internal map layers

NON - ESSENTIAL FUNCTIONS:

- Maintains notes on the tool functions (ArcMap)
- Performs related functions as required

SKILLS AND KNOWLEDGE:

KNOWLEDGE

- Department operations, policies and procedures*
- Department goals and objectives*

**May be acquired after hire*

SKILLS AND ABILITIES

- ArcMap and ESN software
- Microsoft Access
- Develop and maintain effective working relationships with associates, supervisors and the public
- Communicate effectively in both written and oral form

NECESSARY CERTIFICATIONS:

- Valid Ohio driver's license

IMMEDIATE SUPERVISOR: GIS Director/Tax Map

PHYSICAL EFFORT

PHYSICAL REQUIREMENTS

The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

PHYSICAL ACTIVITY

The physical activities of the position are typing, talking, hearing, listening, reaching, crouching, and walking. The minimum visual activity is close to the eyes and requires viewing a computer monitor and reading information.

WORKING CONDITIONS

HOLMES COUNTY ENGINEER'S OFFICE

Inside

PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date: