

TAX MAP TECHNICIAN I

JOB RESPONSIBILITY

Under immediate supervision, is primarily responsible for updates to digital maps from survey drawings and legal descriptions; associated deed research, review, and analysis work in the Tax Map Department; performs other related duties as required.

ILLUSTRATIVE DUTIES

The duties listed below are intended to illustrate work functions performed in this classification:

Collects and analyzes new deeds and prepares transfer slips from deeds.

Assigns and prepares house number slips and processes through proper personnel for updating of records and property maps.

Assists title companies, lawyers, surveyors, engineers, other County offices, and the general public regarding tax maps, surveys, deeds, addresses, web searches, digital data, etc.;

Updates and maintain digital property records for ownership and/or property boundaries on the County Tax Map;

Critiques and reviews survey splits, easements, subdivisions, annexations, etc. and operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects; including deed transfers and assigning addresses;

Geo-reference surveys. Works with and assigns new parcel numbers;

General office work to support the department.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Ability to work well in a team environment and the capability to advise and confer with professional surveyors and other Medina County Offices;

Understanding of surveying as related to development of preliminary plans for land surveys and construction work;

Ability to understand and interpret property legal descriptions, subdivision plans, and surveys;

Ability to spot inconsistencies in deed descriptions and ensure accurate land record updates;

Familiar with researching old land records;

TAX MAP TECHNICIAN I (continued)

Ability to maintain technical records, understand and implement standard computer aided drafting practices, use of electronic mapping tools, specifically ESRI ArcInfo or related software.

Note: All engineering and surveying duties noted are performed under the supervision of an Ohio Professional Engineer and Surveyor.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

High school diploma or equivalent and two years of experience in surveying, computer drafting, GIS software use, real estate transfers or title searching.

Familiarity with GIS software (ESRI ArcGIS/ArcPro, AutoCAD) and mapping techniques.

Possession of a valid State of Ohio motor vehicle operator's license.

Send applications to:

**Medina County Engineer's Office
791 W. Smith Road
Medina, Ohio 44256
hours: 8 a.m.-4:30 p.m.**

Starting Rate: \$21.75-\$23.00 per hour

Benefits: Medical insurance, OPERS Retirement Contributions, sick and vacation time, paid holidays

The Medina County Engineer's Office is an equal opportunity employer:

Please contact Dan Becker at (330) 723-9556 or dbecker@medinacounty.gov with any questions.

9/9/2025