



WARREN COUNTY ENGINEER

EMPLOYMENT OPPORTUNITY

POSITION: Tax Map Technician
AGENCY: Warren County Engineer
LOCATION: 406 Justice Drive
HOURS: Full Time, 40 hours per week
8:00 a.m. – 5:00 p.m. Monday thru Friday
PAY RANGE: \$20.50- \$26.00
POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME
NOT LESS THAN TWENTY EIGHT (28) CONSECUTIVE
CALENDAR DAYS, BEGINNING NOVEMBER 17, 2023

MINIMUM QUALIFICATIONS:

High school diploma; training or experience which evidences a thorough knowledge and the ability to perform daily office responsibilities, recordkeeping, technical review of documents and drawings and other office related duties; The ability to apply basic mathematic concepts in review of property deeds and surveys; The ability to work independently and manage time wisely, excellent communication skills and knowledge of Word and Excel.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively in written and oral form; excellent customer service; a novice knowledge of drafting; legible handwriting; attention to detail; self-motivated; read cursive handwriting; manage projects through to completion.

TO MAKE APPLICATION:

Please send a ***Warren County application and your resume*** to Warren County Tax Map, Attn: Robert Fox 406 Justice Drive, Lebanon, OH 45036 –or- email to Robert.Fox@co.warren.oh.us

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI)

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY ENGINEER'S
POSITION DESCRIPTION**

Position Title: Tax Map Technician – Level 1

Incumbent: Open

Class Title:

Department: Engineer's Tax Map

Reports To: Tax Map Supervisor

Pay Range: \$X to \$Y

Probation: 365 Days

Work Hours: 8:00 A.M. to 5:00 P.M.

FLSA Status:

Civil Service Status:

Employment Status:

Lunch:

Non-exempt

Classified

Full-time

Unpaid

JOB RESPONSIBILITIES:

Under general supervision performs technical and clerical duties. Clerical duties include: preparing documentation; performs reception duties, processes mail, receives and directs visitors and messages; operates office equipment; maintains various records. Technical duties include: legal document review; drafting.

QUALIFICATIONS: 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:

Minimum education of high school diploma or its equivalent. Training and/or work experience which evidences a beginner knowledge of office practices and procedures; a novice knowledge of drafting. Professional attitude towards work.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None

ESSENTIAL FUNCTIONS:

1. Ensures file information is complete and maintains files.
2. Receives and directs visitors, general public, and office personnel in a courteous manner.
3. Answers telephone, receives messages, provides general information and transmits messages to appropriate personnel.
4. Conducts follow-up telephone calls to customers.
5. Maintains office supplies, orders and/or purchases office supplies and distributes office supplies.
6. Performs clerical functions (e.g., files, retrieves documents, copies, collates materials, sorts and distributes mail, etc.).
7. Researches information (data).
8. Operates equipment (e.g., computer, calculator, copier, fax, etc.).
9. Demonstrates a regular and predictable attendance.