

- **Miscellaneous** 10%
 - Work cooperatively with other departments of the Engineer's Office to meet goals, support the Engineer's mission and serve the public
 - Attend and actively participate in department and other meetings
 - Gather and compile data as requested by the Engineer
 - Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
 - Performs other duties as assigned or requested

MINIMUM EDUCATION AND EXPERIENCE

Education: Associate degree in Civil Engineering, or Surveying preferred.

Experience: Knowledge of conveyances such as real estate, deed descriptions and various forms of deed transfers.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skill and ability necessary to:

- Operate these and similar tools and equipment for a standard work shift in accordance with customary operating and safety practices:

Representative Tools and Equipment	Used for:
• Office Equipment and Software	
○ AutoCAD	Drafting and updating tax maps
○ Personal computer; Microsoft Office	Preparing correspondence, maintaining records
○ E-Recording	Electronic submissions

- Use computer hardware and software to draw and record survey information into tax maps
- Understanding of property legal descriptions and surveys
- Understand and interpret real estate terminology and transactions relevant to deed descriptions/filings, State of Ohio Plat regulations, etc.
- Understand and work within courthouse recording methods and legal processes
- Perform moderately complex mathematical calculations
- Plan, schedule and organize multiple activities, as well as the work of others
- Develop and maintain effective working relationships with supervisor, co-workers, representatives of other agencies and the general public
- Communicate effectively with others both verbally and in writing
- Define problems, collect data, establish facts and recommend appropriate response or action
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Prepare accurate and concise reports ranging from simple to moderately complex
- Operate standard office equipment including word processing and spreadsheet software
- Ability to maintain strict attention to detail in the review of documents

License or Certification Required: Valid State of Ohio Drivers' License with a driving record acceptable to the Engineer's Office insurance provider

Physical Demands: Frequently – Sitting for long periods. Occasionally – Bending and stooping; standing for long periods of time; walking and climbing stairs; working in awkward or confined positions. Frequently lifting light weight (2-5 pounds), occasionally lifting and pushing moderate to heavy weight (20+ pounds)

Scheduling Demands and Constraints: Must be willing and available to occasionally work outside of regular shift to ensure documents are processed in a timely manner.

Employee Acknowledgement: I received a copy of this position description on (date) _____. I read the position description and discussed with my supervisor any questions I had regarding the duties detailed herein. I understand that the position description is a representative listing of duties (not all inclusive) that may change in response to the employer's operations.

Signed: _____

Date: _____