

# Clark County Engineer's Department

Johnathan A. Burr P.E., P.S.  
Clark County Engineer

---

4075 Laybourne Road  
Springfield, Ohio 45505-3613  
(937) 521-1800 (937) 328-2473 fax  
[www.clarkcountyoohio.gov/engineer](http://www.clarkcountyoohio.gov/engineer)

## Employment Opportunity

### **Map Room Technician**

The Clark County Engineer's Department seeks to fill a Map Room Technician position. Qualified candidates will possess a Completion of a secondary education and any combination of education, training, and/or experience which evidences a basic knowledge of land surveys, legal descriptions, subdivision plats, easements, and real estate conveyance standards. Greets the public; answers inquiries; approves legal descriptions; analyzes property records for validity of information; ensures dimensions meet closure and are in conformance with past records, State minimum standards, and Clark County Conveyance standards; knowledge of GIS required. Verifies legal descriptions and deeds purported for transfer are in accordance with Clark County's written conveyance standards. Assists other county staff, the public, attorneys, and other real estate oriented individuals with property records. Assists with the review of new survey plats, condominium plats, subdivision plats, annexation, vacation and legal descriptions in accordance with County Regulations. Maintains the County's imaging system for archival purposes, scans plat records, etc., for use with the County's GIS system. Assists with office related duties, answers phone, assists public with property records research and map locations; types forms, routing slips, and interoffice communications. Files and maintains records of approved surveys and legal descriptions. Makes copies of plats; finds owners of properties; Perform other duties as required by Supervisor.

The starting rate of pay is \$13 - \$17 per hour and will be required to complete of a 180 calendar-day probationary period. Work hours are generally 8:00 a.m. to 4:30 p.m. Monday-Friday.

If you wish to be considered for this position, go to the Clark County Website at [www.clarkcountyoohio.gov](http://www.clarkcountyoohio.gov), click on Job Opportunities, proceed to the position listing which will contain a link for the Engineer's Department Employment Application; or contact the Engineer's Department to obtain an Employment Application. Applications may be submitted in person, or be mailed to: 4075 Laybourne Road, Springfield, OH 45505; or faxed to 937-328-2473.

Applicants needing accommodation in completing the application should contact the Engineer's Office at 937-521-1800. Any response received after 3:30 p.m., Friday, February 9, 2018, will not receive consideration.

AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H