

# **ERIE COUNTY**

## **JOB POSTING # 2025-020**

**POSITION:** FT Tax Map – GIS Specialist

**DEPARTMENT:** County Engineer Highway Department

**SALARY:** \$25.00 - \$30.00/hour

**POSTING DATE:** 8:00 a.m., March 10, 2024

**CLOSING DATE:** Until Filled

### **MINIMUM REQUIREMENTS**

A minimum of an associate's degree in GIS or related field from an accredited university with additional course work or certifications in GIS software. Demonstrated experience with ESRI GIS software. Must possess a valid, Ohio driver's license. Ability to follow written and oral instructions. Ability to communicate effectively in written and oral forms. Self-motivated with ability to work independently with minimal supervision. Ability to read and interpret highway construction and land survey drawings and descriptions as well as plat records.

Pre-employment testing required (drug and alcohol screening).

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department. EOE/AA/ADA

Approved for Content

Approved for Posting

*March 5 WIL 03/10/25*

*[Signature] 3/10/25*

**2025-020**

## **ERIE COUNTY JOB OPENING ANNOUNCEMENT**

**Where Applications Taken:**

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

**Office Hours:**

8:00 a.m. till 4:30 p.m.  
Monday through Friday

**Where Postings Sent:**

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	B.V.R.
Ohio Business College	C.A.C.
NAACP	
Health Department	Terra Tech
Newspaper	Your Job Store
SHS Vocational Ed.	
All County Bulletin Boards	

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### **ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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<b>OFFICE:</b>	<b>County Engineer</b>	<b>POSITION:</b>	<b>FT Tax Map – GIS Specialist</b>
<b>POSTING DATE:</b>	8:00 a.m., Monday March 10, 2024	<b>LOCATION:</b>	2700 Columbus Avenue Sandusky, Ohio 44870
<b>CLOSING DATE:</b>	Until Filled	<b>WORKING HOURS:</b>	Mon. – Fri. 7:30am – 4:30pm
<b>EFFECTIVE DATE:</b>	ASAP	<b>SALARY:</b>	\$25.00 – \$30.00/hour

**Job Description:**

The GIS Specialist is responsible for maintaining and updating digital tax maps, property records, and parcel numbering indexes within the county GIS environment. This position works in collaboration with the public and other county offices to facilitate parcel transfer-related processes in compliance with the county's conveyance standards and state law. The GIS Specialist assists with public and governmental data requests; provides technical support to members of the Erie County GIS Advisory Board (ECGISAB) and develops and maintains applications for various county offices as established with approved Memorandums of Understanding (MOUs).

**Supervision:**

Overall direction of this position will be set by the County Engineer in collaboration with the Erie County Auditor.

**Essential Functions:**

- Understanding and use of auditor's GIS database for parcel maintenance
- Use of recorder's online deed index system
- Ability to comprehend and maintain the permanent parcel numbering system
- Ability to interpret surveys, plats, deeds, road records, etc. for internal and public use
- Ability to accurately enter legal description into GIS systems
- Ability to produce copies of digital, historic, and other record maps for public use

Essential Functions (Con't):

- Ability to work professionally and cooperatively with auditor personnel and the public in maintaining parcel data
- Develop short- and long-range plans and objectives to improve operational efficiency and effectiveness for GIS development and use by staff and others
- Participate as an advisor to the ECGISAB to identify concerns and develop solutions
- Install, configure, and maintain GIS software
- Other duties as may be identified

Minimum Qualifications:

- A minimum of an associate's degree in GIS or related field from an accredited university with additional course work or certifications in GIS software
- Demonstrated experience with ESRI GIS software
- Must possess a valid, Ohio driver's license
- Ability to follow written and oral instructions.
- Ability to communicate effectively in written and oral forms
- Self-motivated with ability to work independently with minimal supervision
- Ability to read and interpret highway construction and land survey drawings and descriptions as well as plat records
- Familiarity with Ohio laws and administrative rules in relation to surveying
- Ability to present ideas in business-like and user-friendly language
- Ability to operate basic office equipment
- Physically able to lift up to 20 pounds

Preferred Qualifications:

- Demonstrated experience in research and related work with some course work in Engineering and/or Surveying
- Demonstrated experience tax parcel mapping
- Demonstrated experience building ESRI based map layers, web maps and web apps.
- Demonstrated experience building ESRI Survey123 surveys.
- Demonstrated experience using ESRI ArcGIS Pro to author and edit datasets.
- Bachelor or Associate of applied science in GIS
- GIS Professional certification

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**