CARROLL COUNTY ENGINEER

BRIAN J. WISE, P.E., P.S.

ENGINEER'S OFFICE AND HIGHWAY DEPT.
200 KENSINGTON ROAD, N.E.
OFFICE 330-627-4110 FAX 330-627-3661
GARAGE 330-627-2345
CARROLLTON, OHIO 44615

TAX MAP DEPT.
COURTHOUSE
119 S. LISBON STREET
OFFICE 330-627-7010 FAX 330-627-7496

NOTICE

To: All Interested Applicants

From: Brian J. Wise, P.E., P.S.
Carroll County Engineer

Subject: Carroll County Engineer - Job Position Opening

Applications for the position of **Tax Map Office Assistant** may be obtained from the Carroll County Engineer's Office at 200 Kensington Road NE, Carrollton, Ohio beginning May 5, 2026 until the position is filled. Office hours are 7:00 A.M. to 3:30 P.M.

Applicants should have knowledge of Carroll County roads, real estate transactions, office equipment and software, recordkeeping, customer service and effective communications.

Preference may be awarded to applicants who possess verified experience in:

- Title searches, surveying, mapping, legal or real estate work

EQUAL EMPLOYMENT OPPORTUNITY: A commitment to equal employment opportunities as prescribed by the laws and Constitutions of the State of Ohio and the Federal Government is reaffirmed by the Carroll County Highway Department Policy & Procedure Manual. Therefore, all personnel decisions and/or practices, including but not limited to hirings, suspensions, terminations, layoffs, demotions, transfers, and evaluations shall be made without regard to race, color, religion, sex, national origin, handicap, age, or other lawful bias. All applicants for employment and all employees of the Carroll County Engineer shall be treated fairly and equitably based upon their respective merit, fitness, and bona fide occupational qualifications.

Dated: 05/04/26

/s/ Brian J. Wise
Brian J. Wise, P.E., P.S.
Carroll County Engineer

Published in *The Free Press Standard*
5/15/26 & 5/22/26

CARROLL COUNTY ENGINEER'S OFFICE
JOB DESCRIPTION

Job Title:	Tax Map Office Assistant
County Engineer:	Brian J. Wise, P.E., P.S.
Department:	Tax Map Office
Supervisor:	Tax Map Office Supervisor
FLSA Status:	Non-Exempt
Classification:	Unclassified - Civil Service

SUMMARY

Appointed by the Engineer to review and check property descriptions, deeds, transfers and surveys for accuracy and completeness in accordance with County and State conveyance standards. Maintains tax plat information by lot, parcel or acreage on a daily basis in support of the County Auditor as well as compiles and maintains records and files related to maps, surveys and other land records and by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Exercises discretion and independent judgement in review and approval of all property conveyance documents. Investigates and resolves property documentation issues on behalf of the Engineer.

Examines documents such as deeds, transfers, surveys, maps, plats and annexations to verify completeness and accuracy of data. Checks, verifies and researches legal descriptions, survey records and other official documents covered under the Conveyance Standards.

Exercises authority to waiver or deviate from established policies and procedures when necessary to adapt to unique circumstances or conditions.

Provide consultation and expert advice on matters of property conveyance. Confers with document originators, surveyors or attorneys to resolve discrepancies and compiles required changes to documents. Advises attorneys, surveyors, government agencies, general public, etc. of errors and the best way to correct these documents to meet the Conveyance Standards. Assists attorneys, surveyors, government agencies, general public, etc. with questions, problems or concerns on procedures (i.e. Conveyance Standards, Minimum Standards for Boundary Surveys) and on finding survey records (in-office files and on-line software). Provides advice, copies of maps and answers questions in support of Carroll County Government offices, attorneys, surveyors, appraisers, and private citizens.

Performs data entry, filing, location and scanning of surveying documents; accepts and accounts for cash received from fees and services.

Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title. Computes acreage involved in each change for information of assessors. Performs draft sketches of parcel deed descriptions. Locates parcel information such as geographic location and property lines for abstractors, assessors, attorneys, realtors and others. Interprets descriptions of conveyance shown on maps for information of assessors and property owners, confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map.

Maintains related files. Prepares requests for reproduction of documents. Operates reproduction equipment. Prepares reports and memorandums. Produces copies of surveys, tax maps, and plats using computer software, scanner and plotter.

Represents Engineer at meetings and serves on committees, as directed; attends training and seminars, as directed.

Prepares accurate documentation; copies records precisely without error; copies material accurately and recognizes grammatical and spelling errors.

Posts changes to computerized or manual control records, releases documents, and notifies affected departments.

Gathers basic data from property transfer records, tax maps, and other related documents and sketches parcel deed descriptions. Plots and maps tax map changes with GIS/Computer Aided Design software under the general direction of the County Auditor.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Design - Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; monitors customer satisfaction; develops new approaches to meeting customer needs.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Performance Coaching - Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Recruitment & Staffing - Utilizes recruitment sources; exhibits sound interviewing skills; presents positive, realistic view of the organization; analyzes and forecasts staffing needs; makes quality hiring decisions.

Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Associate degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Must possess the ability to correctly identify and transfer property lines to tax maps as described in deeds and legal documents and the ability to read and understand property records and tax maps.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of database software; design software; internet software; word processing software; spreadsheet software and project management software.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid State of Ohio Driver's License is required.
Proficiency with ArcGIS and AutoCAD is necessary within 6 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND ABILITIES

Other tasks as assigned.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read this job description with a revision date of 05/04/26 and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I have discussed any questions I may have had about this job description prior to signing this form.

_____ _____

Date Employee Signature

_____

Printed Name

Tax Map Office Assistant

Job Title

APPLICATION FOR EMPLOYMENT

Carroll County Engineer

MAP OFFICE

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for:_____

Date of Application:_____

How did you hear about the position?

Advertisement: ___ Relative: ___ Inquiry: ___ Website: ___ Friend: ___

Employment Agency___ Other:_____

Name:_____
Last First Middle

Mailing Address:_____
Street Apt. City State Zip

Telephone #: (_____)_____ Mobile/Other: (_____)_____

E-mail:_____ Best time to contact you at home is: _____ am / pm

Have you ever submitted an application to Carroll County?_____ If Yes, when?_____

Have you ever been employed by Carroll County? _____ If Yes, when?_____

Are you legally eligible for employment in the United States?_____

Are you over 18 years of age? _____

Do you have a valid Driver's License? _____ Class_____Endorsements_____

State / Number:_____

Are you able to meet all attendance requirements of this position? _____

Are you able to work overtime if necessary?_____ Will you travel if the position requires it?_____

Do you have any friends / relatives currently employed by Carroll County?_____

If Yes, who? _____

What is your desired salary range or rate of pay: $_____ per _____

Date available for work:_____

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status. **NOTE: Information provided below in each Job Duties/Responsibilities line will be a major factor used in determining which job applicants are scheduled for interviews. Only candidates who indicate experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Specific Expertise portion of the job description will be contacted for an interview.**

1. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

2. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

3. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

4. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

5. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

6. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

7. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

8. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

(Attach additional pages if necessary.)

PLEASE ATTACH RESUME

Please explain any gaps in employment:_____

_____

_____

Have you ever been fired or asked to resign from a job?_____

If yes, please explain:_____

_____

_____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree Obtained
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

Please discuss your interest in employment with Carroll County and any qualifications beyond what is reflected elsewhere in your application. We are seeking candidates with experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Description. Please be descriptive and identify those specific skills and abilities in your work experience that most closely identify with those required in the job description. Use additional sheets if needed.

References: Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Applicant Statement and Signature:

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

ONLY SIGNED APPLICATIONS WILL BE ACCEPTED.
DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.
I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____ Date: ____/_____/_____