

Position Title: Survey-GIS Technician I or II **Civil Service:** classified
Position(s) Supervised: _____
Agency Unit: County Engineer Office **Reports to:** Tax Map Supervisor
Employment Status: Full-Time; Non-Bargaining **FLSA Status:** Non-Exempt
Starting Salary Range (Based on Experience): Commensurate with degree and years of experience

Job Objective

The primary objective of this position within the County Engineer's Tax Map Department is to review legal descriptions for transfer, new survey documents, and update the GIS Tax Maps under the supervision of the Tax Map Supervisor and Chief Surveyor.

Essential Functions

This position requires the individual to acquire a working knowledge of the Lake County Tax Map GIS indexing system and the ability to review new survey documents and Plats in accordance with The Lake County Auditor and Engineer Conveyance Standards with a minimum of supervision. The incumbent will work with the County GIS and Planning Departments. The incumbent will also frequently communicate with other Lake County Offices such as the Recorder, Auditor, and the Commissioner's Office, and will be required to understand the basic functions of each office.

This technical position requires the individual to learn new computer and survey technology, specifically ESRI software, and be able to adapt to frequent software upgrades.

The person in this position will conduct record research, assist the public with printing maps, doing research and other tasks as assigned by the Tax Map Supervisor or from the direction of the Chief Surveyor.

Job Requirements

This individual will use ESRI ARC VIEW software to draw new plats and surveys on the GIS. This position requires the technician to follow established review guidelines and instructions from superiors. Some knowledge of ESRI ArcMap and/or Auto Cad is preferred.

Prior field and office survey experience is essential. The incumbent should have a solid understanding of the principles of land surveying and have the ability to read and interpret a surveyor's map and legal description. Should also have the ability to

understand complex legal descriptions. The incumbent will assist the Tax Map Supervisor and will be able to substitute in his absence.

Survey-GIS Technician I- A two (2) year Degree in Geography, GIS or Surveying, or a combination of education and experience in surveying or civil engineering is preferred.

Survey-GIS Technician II- A four (4) year Degree in Geography, GIS or Surveying, or a combination of education and experience in surveying or civil engineering is required.

Possession of a valid Ohio driver's license, a good driving record and insurability is mandatory.

Physical Effort and Working Conditions

The incumbent will work in a public office environment. Frequent lifting of plat books and plat binders is required. The Individual must be able to lift up to 35 lbs. and pass a general health physical. Normal vision and hearing acuity is required for position-related reasons.

***** Nothing in this job description restricts the Lake County Engineer or Executive Management's right to assign or reassign duties and responsibilities to this job at any time.***

Reviewed 12/31/2025