

GUERNSEY COUNTY MAP DEPARTMENT

627 WHEELING AVE

CAMBRIDGE, OHIO 43725

JOB DESCRIPTION

POSITION TITLE: Map Office Associate – **Survey Review**

I. JOB OBJECTIVE

Under administrative direction of the County Engineer and Map Supervisors, performs technical work involving the review and processing of boundary surveys and related land records submitted to the Guernsey County Map Department as well as day to day operations.

The position reviews survey submittals for compliance with applicable Ohio Revised Code provisions, Ohio Minimum Standards for Boundary Surveys, and County requirements; communicates directly with surveyors regarding questions and required corrections; tracks submissions through the review process; and maintains accurate records of survey activity and disposition.

II. ESSENTIAL JOB FUNCTIONS

- Receives and reviews boundary surveys, plats, legal descriptions, and related documents submitted by surveyors.
- Examines surveys in conjunction with deeds, prior surveys, plats, tax maps, and other property records to evaluate the accuracy and consistency of the submitted information.
- Reviews legal descriptions, bearings, distances, acreage, mathematical closures, and other survey information for accuracy and completeness.
- Applies the Ohio Revised Code, Ohio Minimum Standards for Boundary Surveys, and applicable County standards and procedures to survey reviews.
- Reviews surveys for compliance with applicable requirements relating to property transfers, parcel divisions, subdivisions, access, road frontage, easements, and other land-related matters.
- Communicates directly with surveyors regarding deficiencies, questions, required corrections, and additional information needed to complete a review.

- Reviews corrected and resubmitted surveys to determine whether identified deficiencies have been addressed.
- Maintains an accurate record of survey submissions, including receipt, review activity, requested corrections, resubmissions, communications, and final disposition.
- Tracks pending submissions through the review process and follows them through completion.
- Determines when a survey submission has satisfied applicable review requirements and is ready for approval in accordance with County procedures.
- Provides information to surveyors, attorneys, property owners, governmental officials, and the public concerning survey submissions and related Map Department records.
- Performs other related duties as assigned.

III. QUALIFICATIONS AND REQUIRED ABILITIES

- High school diploma or GED required.
- Post-secondary education, training, or experience in surveying, land records, civil engineering technology, real estate, or a related field preferred.
- Ability to read and interpret boundary surveys, legal descriptions, deeds, plats, easements, and tax maps.
- Ability to perform mathematical calculations involving bearings, distances, areas, coordinates, and closures.
- Ability to identify discrepancies and determine information or corrections needed from a surveyor.
- Ability to research and compare current and historical property records.
- Ability to communicate technical and regulatory requirements clearly and professionally, particularly when working directly with licensed surveyors.
- Ability to organize and track multiple survey submissions and maintain accurate records.
- Ability to exercise sound judgment, maintain attention to detail, and apply established standards consistently.
- Proficiency in **Microsoft Word, Microsoft Excel, and ArcGIS Pro for viewing and referencing existing parcel and mapping information**, as well as email and electronic record-keeping systems.
- Ability to communicate effectively in oral and written English.

IV. JOB STANDARDS

The incumbent is expected to acquire and maintain working knowledge of Guernsey County's survey review, conveyance, and related land-record procedures.

Experience or demonstrated proficiency in interpreting boundary surveys and legal descriptions, and familiarity with the Ohio Revised Code and Ohio Minimum Standards for Boundary Surveys, is preferred.

V. RESPONSIBILITY

The incumbent works under general supervision and applies established standards and procedures to survey reviews. The position requires independent judgment, accuracy, attention to detail, and effective communication with surveyors and others involved in the review process.

VI. PERSONAL WORK RELATIONSHIPS

Regular contact with registered surveyors, attorneys, property owners, County officials and employees, governmental agencies, and the general public. Professionalism, tact, and effective communication are required.

VII. PHYSICAL EFFORT AND WORK ENVIRONMENT

Work is primarily performed in an office environment and requires extended periods of computer use and reviewing detailed surveys, legal descriptions, deeds, plats, maps, and other records. The employee must be able to use standard office equipment and communicate by telephone, email, and in person.

The specific statements contained in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the duties of the position.

APPLY TO:

Resumes can be emailed to; sleek@guernseycounty.org
jmercerc@guernseycounty.org or mailed to: Guernsey County Map
Department, 627 Wheeling Ave. Suite 303 Cambridge OH 43725

Application Deadline: September 28th 2026