

# Logan County Engineer's Office Job Announcement: Tax Map Draftsperson 1

**Salary Range:** \$19 per hour

**Status:** Full-Time

**Posted:** 1/16/2026

**Closing Date:** Until Filled

## Job Overview

We are seeking a dedicated, detail-oriented professional to manage and maintain our mapping and geographic information systems. This is a long-term career opportunity ideal for an individual who values professional stability and wants to grow within our department over many years. You will play a vital role in our organization's success by ensuring the accuracy of our community's digital infrastructure and property records.

## Key Responsibilities Include:

- Develop and maintain tax, municipal, and property maps using ArcGIS Pro, CAD (e.g., AutoCAD) and GIS software. Update digital parcel and property records.
- Interpret deeds, surveys, and plats. Analyze aerial photography and perform survey-related calculations. Research property records.
- Assist the public and other departments with property inquiries and mapping information.
- Assist with maintaining GIS databases and manage both digital and physical land-related records.
- Perform survey calculations and analyze aerial imagery to ensure database accuracy.
- Performs other related duties as required.

## Qualifications:

- High school diploma or GED required.
- Must be highly computer literate and proficient in the Microsoft Office Suite, specifically, Excel, Word and Outlook.
- Strong analytical skills with attention to detail to ensure accuracy in all tasks performed.
- Ability to work collaboratively within a team environment while also being self-motivated.
- 1-2 years of experience with ArcGIS Pro, CAD (e.g., AutoCAD) and GIS software preferred.
- Valid Ohio driver's license is required.

*A complete formal job description is available upon request at the Engineer's Office.*

## TO APPLY:

1. In Person: Pick up an application at 1991 CR 13, Bellefontaine, OH 43311
2. Online: Download and print at <https://www.lceo.us>

## Submission Options:

- **Email:** [hr@lceo.us](mailto:hr@lceo.us)
- **US Mail:** P.O. Box 427, Bellefontaine, OH 43311
- In Person: Drop off at the CR 13 address during business hours.

*Logan County is an EOE/M/F/V/H employer.*