

Conveyance – Real Estate Technician

Pickaway County Tax Map Department

Minimum Requirements

Must possess valid Ohio Driver's License

Must pass pre-employment drug and alcohol screenings

High school diploma or equivalent

Experience in title work preferred but not required

Responsibilities

Handles routine inquiries from general public

Reviews, evaluates and approves legal descriptions, plats, survey drawings

Performs routine office responsibilities

Uses computer, word processor, spreadsheet, database, electronic mail

Other various duties as required by the County Engineers or Mapping Dept Supervisor

Full job description is available at 121 West Franklin Street

Hours

8:00 AM to 4:00 PM Monday through Friday

Pay Rate

Starting pay will be determined by qualifications and experience

Applications are available at 121 West Franklin Street, Circleville, Ohio 43113

Monday through Friday between the hours of 8:00 AM and 4:00 PM

Or call 740-474-3360