



## NOTICE OF JOB OPENING

<b>Department Name:</b>	Office of Monroe County Surveyor
<b>Position Title:</b>	Survey Technician
<b>Position Summary:</b>	<p>Assists in administering the statutory duties of the Office of the Monroe County Surveyor.</p> <p>Gathers evidence that may assist in determining the original location of each section corner, including researching original Public Land Survey (PLS) notes, deeds, plats, surveys, highway plans, corner records, private survey records, aerial photography, evidence from knowledgeable landowners, and field evidence.</p> <p>Researches and acquires copies of survey records for each PLS Section, communicating and coordinating with a variety of organizations, including other County departments, private surveying firms, Corps of Engineers, Hoosier National Forest, Indiana Department of Natural Resources, and Indiana Department of Transportation.</p> <p>Prepares and maintains equipment for fieldwork, prepares the County surveying vehicle, loads necessary equipment, stocks with supplies used in the field.</p> <p>Performs field work, including carrying equipment, locating witness monuments, clearing underbrush, collecting measurement data, searching for section corner survey monuments, and preparing field notes.</p> <p>Supervises assigned personnel, including planning and delegating work assignments and coordinating field survey operations.</p> <p>Categorizes, indexes, digitizes, and incorporates surveys into Survey Utility database. Acquires and indexes digital and physical copies of surveys recorded each month, incorporating surveys into database.</p> <p>Performs various GIS duties, including producing printed maps, providing GIS products and information for reports and presentations; creating, maintaining, and updating databases; operating computer software to update maps; and providing technical assistance to employees in the County.</p> <p>Creates and maintains a new land data GIS layer from County Planning filings to assist Professional Surveyor, County Surveyor, and Planning Department with their evaluation of new subdivisions.</p>
<b>Qualifications:</b>	<p>Associate Degree in land surveying or equivalent work experience.</p> <p>Working knowledge of Monroe County boundaries, County road system, and County topography.</p> <p>Ability to properly operate standard office and surveying equipment, such as GPS equipment, radar gun, laser measurement tools, construction levels, survey total station, AutoCAD, and ArcMap.</p> <p>Ability to take action based on data analysis.</p>

	<p>Ability to effectively communicate orally and in writing with co-workers, other County departments, private surveying firms, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.</p> <p>Ability to work with others in a team environment and on several tasks at the same time.</p> <p>Ability to understand, memorize, retain, and carry out written or oral instructions.</p> <p>Ability to plan and layout assigned work projects.</p> <p>Ability to work both indoors and outdoors, regardless of weather conditions to accomplish tasks required to perpetuate section corners. Incumbent may be required to lift and carry objects weighing between 25 to 50 pounds, close/far vision, and hearing sounds/communication.</p> <p>Ability to occasionally work extended hours.</p> <p>Possession of a valid driver's license and ability to drive a vehicle to perform field duties.</p>
<b>Salary:</b>	<p>Full time 35 hours/ week. <a href="#">Monroe County Fringe Benefit Package</a>.</p> <p>Minimum starting salary <b>\$34,671</b>. Maximum <b>starting</b> salary based on at least 3-years of experience, education, professional experience, and training <b>\$37,911</b>.</p>
<b>Deadline for Application:</b>	Position open until filled
<b>Submit Resume and References to:</b>	<p>Trohn Enright-Randolph</p> <p><a href="mailto:SurveyorsOffice@co.monroe.in.us">SurveyorsOffice@co.monroe.in.us</a></p>

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer**  
**Federal Identification Number – 35-1732462**