



NOTICE OF JOB OPENING

Department Name:	Office of Monroe County Surveyor
Position Title:	Professional Land Surveyor
Position Summary:	<p>Serves as the licensed professional Land Surveyor in the Monroe County Surveyor's Office and is responsible for administering those portions of the statutory duties of the Surveyor's Office that constitute the "Practice of land surveying", and require registration with the state board of registration for land surveyors.</p> <p>Maintains legal survey records and official corners of the Public Land Survey (PLS) System. Checks and references at least five percent of all government corners each year in accordance with IC 36-2-12-11.</p> <p>Perpetuates original section and quarter corners, as well as the center of section and 16th corners with established histories. Gathers evidence that may assist in determining the original location of each corner including, researching original PLS notes and plats, deeds, plats, surveys, highway plans, corner records, private survey records, aerial photography, parole evidence from knowledgeable landowners, and field evidence.</p> <p>Documents the chain of history of each corner referenced, evidence found and weighed, search area, theory of location applied in re-establishing the corner and other relevant information regarding the perpetuation of the corner. Creates a corner record in accordance with Indiana statute. Maintains index and map depicting the progress of corner perpetuation. Establishes Geodetic Coordinates on each monument perpetuated. Uses AutoCAD Civil 3D to draft perpetuation surveys and Monument Records.</p> <p>Conducts annual field checks and maintains the references to the Monroe County Surveyor's geodetic control network.</p> <p>Assists the public, other government offices, contractors, developers and private surveyors with questions related to the PLS system and the section corner perpetuation project. Responds to questions pertaining to property boundaries in absence of the County Surveyor.</p> <p>Researches and provides land record information including plats, deed records, critical drainage areas, FEMA floodplains, and related documents regarding PLS system. Counsels county offices with matters related to parcel mapping, surveying, corner monumentation, legal descriptions and easements. May assist with the review of plans submitted to the County Surveyor.</p> <p>Maintains and inventories the survey equipment and field supplies, making recommendations for purchase and replacement. Maintains digital information collected with the survey instruments in a manner that is consistent and usable for analysis by other surveyors. Maintains and refines record preservation protocol for the Surveyor's Office.</p>

	<p>Develops and maintains computer databases, GIS maps, and internet homepage. Integrates PLSS section lines and corners with Monroe County GIS system.</p>
Qualifications:	<p>Baccalaureate Degree in Land Surveying and 8-10 years of surveying experience or equivalent combination of education and previous work experience.</p> <p>Possession of a current active license as an Indiana Professional Surveyor.</p> <p>Proficient in AutoCAD Civil 3D, ArcGIS Online, ArcGIS Desktop, ArcGIS Pro, Microsoft Access, Microsoft Excel, and Microsoft Word.</p> <p>Thorough knowledge of the Public Land Survey System, Indiana Title 865, Indiana Code 36-2-12, and applicable state laws and local ordinances related to surveying, drainage, and planning.</p> <p>Working knowledge of standard English grammar, spelling, and punctuation. Ability to properly operate standard office and surveying equipment, such as computer, keyboard, multi-line phone, plotter, copier, printer, GPS equipment, construction level, data collector, and survey total station.</p> <p>Ability to work both indoors and outdoors, regardless of weather conditions to accomplish tasks required to perpetuate section corners. Ability to lift and carry objects weighing 25 to 50 pounds over long distances on uneven terrain. Ability to occasionally work extended hours and evenings. Possession of a valid driver's license.</p> <p>Ability to research, interpret, and implement the legal requirements related to department. Ability to perform the statutory duties as prescribed for the County Surveyor's Office as authorized by the Surveyor. Ability to interpret and utilize all resources for the retracement of PLSS section corners.</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. Ability to work with others in a team environment and on several tasks at the same time. Ability to understand, memorize, retain, and carry out written or oral instructions. Ability to plan and layout assigned work projects. Ability to supervise assigned personnel, plan and delegate work assignments, coordinate field survey operations, verify accuracy of work, and provide corrective instruction as needed. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.</p>
Salary:	<p>Full time 35 hours/ week. Monroe County Fringe Benefit Package. Minimum starting salary \$57,437. Maximum starting salary based on years of experience, education, professional experience, and training \$64,033.</p>
Deadline for Application:	<p>March 31, 2020</p>
Submit Resume and References to:	<p>Trohn Enright-Randolph SurveyorsOffice@co.monroe.in.us</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
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