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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Surveyor's Office	CLASSIFICATION:	405
SUPERVISOR:	County Surveyor	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform technical duties in support of land surveying for establishment of reference points and for determination of distances, area, and/or land boundaries. Review surveys, plats, and land partitions for regulatory conformance. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Survey County properties to locate and review corners, subdivisions and condominiums. Establish horizontal and vertical control. Make field measurements and computations.

Research and evaluate surveys, corner reports, benchmarks, descriptions, deeds, and aerial photographs. Verify state and local compliance of surveys, partitions, subdivisions and condominiums. Accommodate research of survey records for County departments, land surveyors, and the public.

Maintain survey equipment and supplies inventory.

Prepare and enter data into ArcGIS.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Assist the public, other County departments, title companies, and government agencies by answering questions and solving problems in survey matters.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the direct supervision of the County Surveyor who assigns and reviews work according to established policies, procedures and standards.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's Degree in surveying, mathematics, geographic information systems, engineering or related fields. Three years work experience as a survey technician. Any satisfactory equivalent combination of experience and training which

demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of surveying equipment, methods, and techniques. Knowledge of mathematics including algebra, geometry, and trigonometry. Knowledge of federal, state and County ordinances pertaining to surveys.

Skill in operating land survey equipment. Skill in obtaining accurate measurements.

Familiarity with the use of CAD and GIS software such as Traverse PC and ArcGIS. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to compile, analyze, and record technical data. Ability to maintain record-keeping systems and reports. Ability to write clear, concise technical reports according to professional standards.

Ability to communicate effectively both verbally and in writing. Ability to make mathematical calculations rapidly and accurately. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds, except for retrieval of records stored on shelves, which requires lifting/moving bound volumes at floor to ceiling level weighing 30-40 pounds.

Field activity may require additional physical demands, such as bending, stooping, pushing, lifting, digging, chopping and carrying up to 60 pounds, and extended periods of standing or walking in rough terrain in remote areas. Requires the use of tools both powered and hand operated.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions. There is common exposure to pollens, dust, poison oak, traffic and fumes. Requires driving throughout the County, including to remote areas.