

DeKalb County Government's Surveyor's Office is recruiting for a full-time First Deputy Surveyor for its office located in Auburn, Indiana. This position performs a variety of professional land surveying activities with an emphasis on office work with some supplemental field time as well, both under the direction of a licensed Land Surveyor/Professional Engineer. This position provides technical and professional review of survey maps, survey documents and improvement plans submitted to the County. It also provides information and assistance to the public in person, by telephone or in the field. The ideal candidate will have excellent verbal and written communication skills, proficiency and experience with computer software and tools related to surveying activities including but not limited to AutoCAD/ArcMap, Adobe Acrobat, GPS and general surveying equipment, and the ability to interpret record data to plot and evaluate the accuracy of survey maps and legal descriptions.

Duties may include, but are not limited to, the following:

- Perform independent research, field survey work; perform calculations and determinations of property lines, right of way boundaries, and political boundaries relative to compliance with legislative and regulatory requirements and accepted professional survey practices.
- Review records, descriptions, and maps submitted to County Surveyor's office; prepare legal descriptions and certify that maps are technically correct; review major and minor subdivisions and records of surveys and minor boundary line resolution legal descriptions; prepare maps as required.
- Determine precinct boundaries caused by annexations, detachments, and changes in population; assist in updating road index changes resulting from incorporation, annexation, detachment, and addition of new streets and subdivisions; verify various district boundaries within the County prior to elections.
- Explain laws, regulations, and requirements to the public; confer and coordinate with other County departments and review boards, various public agencies, private engineers and surveyors, and developers on matters affecting mapping, land boundary determinations and perpetuation of survey monuments.
- Receive survey requests from other County departments; prepare periodic progress, various activity reports and correspondence; establish and maintain appropriate files, records, and documentation.
- Train and lead assigned subordinate staff.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible professional surveying experience. Extensive experience

or training in ESRI mapping.

Training: Equivalent to an Associate's degree from an accredited college with major course work in engineering, surveying or a related field.

License or Certificate:

- Possession of a Land Surveyor in Training Certificate.
- Possess a valid driver's license as required by the position.

What can you expect when you work for DeKalb County Government?

- Competitive pay (\$50K to \$55K annually DOE)
- Benefit package – medical, dental, vision, RX, disability and life insurance
- Retirement Plans
- Generous Holidays/Paid Time Off
- Direct deposit

Interested applicants should apply by e-mailing your cover letter and resume to careers@co.dekalb.in.us referencing “Surveyor” no later than May 20, 2022.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.