

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106265
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005704	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Surveyor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 07 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report in location & work hours subject to change.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Prepares legal descriptions for easements, sale, lease or transfer of state-owned land: reviews surveys & plat work involving technical calculations of closures & area; solves technical routine mathematical problems; determines proper methods & procedures for all types of survey work; certifies completed work as registered surveyor; uses word processor, CADD program & other computer tools in production of plats & drawings as required; prepares metes & bounds descriptions for various state leases & easements; checks legal descriptions submitted by various private & public entities; coordinates surveys & legal descriptions through County Engineers, Auditors & Recorders; checks any legal description transferring real estate by legislation; maintains records of all state-owned lands including transfers & other pertinent documentation (e.g., plats, field notes); operates motor vehicle to transport equipment & perform boundary surveys; operates & maintains survey instruments (e.g., theodolite, transit, electronic distance measurer, automatic level) & other necessary supplies.	Knowledge of (1) professional surveying; (2) state & federal law, rules & regulations relating to real estate*; (3) public relations. Skill in (4) use & operation of maintenance survey instruments (e.g., theodolite, transit, electronic distance measurer); (5) operation of computer & associated hardware/software (e.g., MS Office, CADD). Ability to (6) ability to define problems; collect data; establish facts & draw valid conclusions; (7) prepare & analyze technical survey data & make necessary mathematical calculations; (8) calculate fractions, decimals, & percentages; (9) apply principles to solve practical, everyday problems; (10) prepare meaningful concise & accurate reports; (11) handle routine & sensitive inquiries from & contacts with government officials, property owners & contractors; (12) obtain & maintain valid driver's license; (13) maintain accurate records; (14) process & coordinate multiple projects simultaneously.
25	Researches records (e.g., deeds, titles, property history, maps, old surveys, city plans,) on state level at courthouses throughout state: assists public with requests for information pertinent to this area; aids & assists other state agencies with survey data, boundary disputes & issues associated with land ownership or tenancy; appears in court as an expert witness for state in litigated property disputes; monitors & reviews pending legislation related to real estate.	Knowledge of 1, 2*, 3. Skill in 5 Ability to 6, 7, 9, 10, 11, 13.
25	Coordinates terms & conditions of real estate transactions & prepares documents for state agencies, boards, commissions, colleges & universities; other duties as assigned.	Knowledge of 2*, 3. Ability to 6, 7, 9, 10, 11, 13, 14.

April 12.18.13 (02)

JOB CODE TITLE
Surveyor

JOB CODE
85561

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
12/20
2013

Chris Sell