100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106265

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Real Estate & Planning	Franklin

POSITION NUMBER 20005704

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Surveyor Part-time	20005699 Real Estate Administrator 2

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 07 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Variable hours, up to 39 hours per week Report in location subject to change.

JOB CODE TITLE Surveyor

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 on state level (e.g., deeds, titles, property history, maps, old surveys, city plans,) 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 Must have a certificate of registration as a professional surveyor pursuant to Section 4733.02 of ORC.	Knowledge of 2*, 3. Ability to 6, 7, 9, 10, 11, 13, 14. *developed after employment.

JOB CODE 85561

Appl 7.11.11 (au)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven	7-13-11