

# 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

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Part-Time Surveyor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 07

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

Variable hours, up to 38 hours per week **(Part-Time)** 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 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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Chris Selch*

8/20  
2013

POSITION NUMBER  
20005704

JOB CODE TITLE  
Surveyor

JOB CODE  
85561

*apl 8-22-13 al*