



SHELBY COUNTY  
INDIANA

Shelby County Government  
25 W. Polk Street Rm. 224  
Shelbyville, IN 46176  
[www.co.shelby.in.us](http://www.co.shelby.in.us)

## VACANCY

**\*Interested applicants must submit a resume or general application (available on our website) via email to Donna Cook/Human Resources at [dcook@co.shelby.in.us](mailto:dcook@co.shelby.in.us)**

**POSITION:** Field Technician/Office Assistant - Part Time

**LOCATION:** Surveyor's Office – 25 W. Polk Street Shelbyville, IN 46176

**NUMBER OF HOURS:** 28 hours a week

**DUTIES:** See position description below

**REQUIREMENTS:** See position description below

**PAY RATE:** \$25.00 - \$27.10 hourly

**BENEFITS:** Not Applicable

**POSITION BEGINS:** As soon as possible

**APPLICATION DEADLINE:** Open until filled.

*All applicants considered for hire must obtain a criminal history background check and pass a drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer*

**POSITION DESCRIPTION – NEXT PAGE**

**POSITION DESCRIPTION**  
**COUNTY OF SHELBY, INDIANA**

**POSITION:** Field Technician/Office Assistant  
**DEPARTMENT:** Surveyor  
**WORK SCHEDULE:** 28 Hours weekly/To be determined  
**JOB CATEGORY:** Unclassified

**STATUS:** Part-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Surveyor Field Technician/Office Assistant for the Shelby County Surveyor's Office. The main responsibilities are Section Corner Perpetuation, Maintenance of County Regulated Drains and performing various administrative functions.

**ESSENTIAL DUTIES:**

Performs research and field work duties associated with Section corner Perpetuation, such as researching records and deeds, performing calculations, obtaining field measurements using surveying instruments such as tape measure, Total Stations, and GPS equipment, locating cornerstones and monuments in pavement using a jackhammer, shovel, hammer & chisel and drawing sketches for section corner tie sheets, organizing, filing, updating and maintaining cornerstone and benchmark records.

Performs a variety of office duties such as typing, copying, and filing various documents for Surveyor and Drainage Board, and preparing notices for Regulated Drain hearings and newspapers.

Answers telephone and greets office visitors, answering questions, providing information and assistance, responds to inquiries, and directs callers to appropriate individuals or departments.

Prepares notices to property owners concerning Ditch Maintenance and issues notices to bidders for spraying and Ditch Maintenance. Assembles annual list of Ditch Maintenance to be assessed each year.

Prepares Ditch Maintenance assessment sheets and lists of property owners for the Auditor's Office and verifies ownership of property with ditch assessments in Auditor's Office.

Performs land splits on ditches when property is transferred to new owner and reports information to Auditor's Office.

Maintains files on maps and ditch information, updating regularly.

Prepares various reports.

Monitors and orders office supplies as needed.

Performs related and/or other duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or equivalent. Experience in surveying or related work is preferred and/or Surveyor certification but not required. Will provide training.

Ability to read and interpret detailed prints, sketches, layouts, maps, GPS, and specifications.

Ability to compute and perform arithmetic operations.

Working knowledge of standard office policies and procedures with adequate computer skills, including word processing, spreadsheet, Adobe Acrobat Software, email, internet, and department-specific software systems, and ability to apply knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and reports as required.

Knowledge of and ability to make practical applications of department safety policies and procedures, including OSHA guidelines.

Ability to properly operate standard office equipment, such as calculator, computer, fax machine, copier, and telephone.

Ability to physically perform maintenance duties, including sitting/standing/walking for long periods, lifting/carrying weighing up to 60 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, keyboarding, driving, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communications.

Ability to effectively communicate orally and in writing with co-workers, other county departments, surveyors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written and oral instructions and complete required work reports.

Ability to work with minimum supervision and with others in a team environment, work on several tasks at the same time, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by supervisor. Assignments are guided by definite objectives using appropriate policies and procedures to apply a variety of standard and interrelated tasks and operations. Errors in work are usually prevented through referencing technical manuals and specifications and errors are detected through notification from other departments or the public.

Incumbent reports directly to County Surveyor.

### **III. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, driving, keyboarding, pushing/pulling objects, reaching, bending, crouching/kneeling, hearing sounds/communications, close/far vision, depth perception, and handling/grasping/fingering objects.

### **IV. WORKING CONDITIONS:**

Incumbent performs duties in the field and an office environment, involving exposure to dust, dirt, varying weather conditions, extreme temperatures, and uneven terrain. Safety precautions must be followed at all times to avoid injury to self and others.

*The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.*