

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Instrument Person/Scanner/Archivist
DEPARTMENT: Surveyor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC I (Labor, Trades and Crafts)

DATE WRITTEN: April 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Instrument Person/Scanner/Archivist for the LaPorte County Surveyor's Office, responsible for a variety of labor and scanning tasks.

DUTIES:

Assists in maintaining section corners and drawings.

Assists in conducting site surveys by utilizing sight rods, level rods, and a variety of other tools as instructed during the execution of site surveys.

Observes and reads exact survey data taken during field work and records data in appropriate log books or permanent record system.

Assists in a variety of field and office research relative to land surveys, drainage studies, construction projects, and other activities.

Assists County Highway Department with yearly road improvement list and assists in establishing road right-of-way.

Scans recorded and unrecorded surveys, subdivisions, condominiums, and other files in the office into appropriate software system. Enters information from scan and converts to laser fiche.

Works with other County offices to help reduce, copy, or e-mail their files from the scanner.

Changes paper stock roll and cleans glass on scanner as needed and takes a monthly paper count on the printer. Calls for assistance on scanner and printer when there is a problem that cannot be fixed by the office staff.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Creates and supplies business cards for the office and performs website consultation.

surveyor/instr_scan_arch

Performs necessary inspections and maintenance of department equipment and vehicles.

Assists in the coordination of projects with the State of Indiana, the County, contractors, and the Indiana/Michigan Public Land Survey System.

Attends various meetings as required.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Working knowledge and experience with aspects of land surveying either through on-the-job training or relevant experience.

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

Ability to read/interpret detailed prints, sketches, layouts, specification, and maps and perform simple arithmetic calculations.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, broom, files, shovel, post hole digger, bush axe, machete, steel tape, and magnetic locators.

Ability to safely operate, protect, and maintain a variety of machinery/equipment, such as cutting torch, jackhammer, reflector rods, leveling rods, and other surveying equipment.

Ability to use standard office equipment, such as computer, typewriter, calculator, copy machine, fax machine, telephone, and scanner.

Ability to 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, state departments, contractors, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work both alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended hours and travel out of town for meetings and to pick up supplies.

Ability to perform physical requirements of essential duties.

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

II. RESPONSIBILITY:

Incumbent performs duties which are moderately complex according to both general and specialized instructions. Incumbent is responsible for maintaining and operating equipment in an appropriate and safe manner, and maintaining survey data.

Incumbent reports directly to the Party Chief, Office Deputy, and/or County Surveyor.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring moderate physical exertion, such as standing/walking at will, lifting/carrying objects weighing between 25 and 50 pounds, walking on uneven terrain, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a standard office and in the field. Incumbent is exposed to extreme temperatures and inclement weather, various chemical and their fumes, machinery and traffic noise, confined areas, dust, and dirt. Safety precautions, including the use of protective clothing and equipment, must be used at all times to avoid injury to self and others. Incumbent may be exposed to irate/hostile individuals.

Incumbent may occasionally be required to work extended hours and travel out of town for meetings and to pick up supplies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Instrument Person/Scanner/Archivist for the LaPorte County Surveyor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name