

BUFFALO COUNTY
SURVEYOR'S ASSISTANT
JOB DESCRIPTION

POSITION TITLE: Surveyor's Assistant

DEPARTMENT: Surveyor

REPORTS TO: Buffalo County Surveyor

PURPOSE OF POSITION

Work under the direction Buffalo County Surveyor

Essential Functions

- Maintain permanent and current records of the Buffalo County Surveyor's office including, but not limited to, all maps, field books, indexes and pertinent records
- Assists in performing Buffalo County Surveyor duties as defined by state statutes
- Assists Buffalo County Surveyor in researching records and reestablishing, protecting, perpetuating and maintaining the monuments as established in the Original Government Survey
- Assists with establishment of witness monuments
- Assists with scanning, indexing, filing and preserving of survey records
- Assists Buffalo County Surveyor in drafting survey maps and monument record tie sheets
- Operates highly technical survey equipment
- Maintains a safe working environment
- Other duties as assigned by the Buffalo County Surveyor

Essential Knowledge, Experience and Abilities

- Thorough knowledge of county policies, rules and regulations
- Ability to read and interpret legal descriptions, survey maps or other visual aids
- Ability to read and comprehend technically written material
- Ability to understand and apply mathematical concepts accurately
- Ability to listen and apply information and instructions
- Ability to organize oral and written information
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work and meet deadlines
- Ability to communicate, understand and follow both oral and written instructions
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials and the general public
- Ability to perform assignment with accuracy and attention to detail
- Ability to be familiar with county roads
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner

- Ability to problem solve and reason
- Ability to work effectively in stressful situations
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation

Essential Education, Certifications, and/or Licenses

- High School diploma or equivalent
- Must possess a valid State of Nebraska driver's license

Essential Physical Demands and Typical Working Conditions

- Must be able to work inside and outside the office environment which may involve exposure to extreme heat and cold
- Must be able to walk over rough and uneven surfaces
- Must be able to stand or walk for an entire day
- Must be able to lift up to 50 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins
- Cell phones are to be used prudently and employee will be expected to turn off or silence their phone when asked
- Vision and color vision must be adequate to perform essential job functions

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work at the job site

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The county recognizes that an individual with a disability may require and accommodation to enable them to successfully perform a job function of which consideration will be given to reasonable accommodations.