



# County Surveyor

*Explore. Thrive. Belong.*

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## ABOUT THE ZONING & PLANNING DEPARTMENT OF JEFFERSON COUNTY

The Jefferson County Planning and Development Department – Land Information Division works to develop and maintain the County's land information system including processing, analyzing, and disseminating accurate geospatial information that supports an array of county programs and services as well as various programs outside of the County. The main areas of responsibility encompass real property listing, land information modernization program, Geographic Information Systems (GIS), document imaging, and land survey services. The Department is currently hiring a full-time County Surveyor to perform surveying duties for the Planning and Development Department and Jefferson County.

## WHAT YOU WILL DO

As the County Surveyor you will employ land surveying and mapping services for the Planning and Development Department as well as various other County Departments which may include completing Certified Survey Maps, Plat of Surveys, boundary surveys and topographic surveys. You will work to maintain the County's PLSS (public land surveying system), review certified survey maps, maintain surveying records, and research/prepare legal descriptions. You will be an integral part of the County Land Information Office and collaborate with various County Departments.

## SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Provides both office and field surveying services for Jefferson County departments to support county projects and planning.
- Conducts technical reviews of Certified Survey Maps and Subdivision Plats for the Planning and Development Department.
- Preserves section corners and the County Public Land Survey System (PLSS) by maintaining physical monuments and witnesses.
- Collaborates with GIS specialists to ensure that survey data is accurately represented in the county's GIS databases with the latest survey information and ensuring that GIS data aligns with physical survey markers and records.
- Updates and maintains related records to ensure the integrity and accuracy of survey data.
- Maintains a comprehensive record system of surveys performed within the county, ensuring easy access and retrieval of data.
- Manages multiple projects concurrently.

## Requirements:

- Bachelor's degree, and two years of related experience and or training.
- Completion of accredited land surveying program.
- Strong understanding of surveying practices, land management, and legal aspects related to land surveys.
- Proficiency with surveying equipment and software.
- Professional Land Surveyor License, or ability to become licensed within 6 months.

### *Wage & Benefits*

We pay \$32.11 – \$41.25/ hour based on candidate's successful experience and qualification.

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

### *Benefit Highlights*

- \*2 weeks paid vacation\*
- Health insurance\*
- Health insurance Opt Out Plan \*
- Dental & Vision insurance\*
- \* Life insurance\*
- Wisconsin Retirement System\*
- Health Savings Account \*
- Differed Compensation Program\*
- \*Group Life insurance \*

### *Employees at Jefferson County Value*

- \*Competitive Pay\*
- Excellent Benefits\*
- Great Coworkers\*
- Flexibility\*
- Advancement & Opportunity\*
- Family Feel\*

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

*Jefferson County is an Equal Opportunity Employer*