

Wells County – Deputy Surveyor Position

Location: Wells County, Indiana

Job Type: Full-Time

Department: County Surveyor's Office

Position Overview

Wells County is seeking a motivated and detail-oriented individual to serve as **Deputy Surveyor**. This position assists the County Surveyor with maintaining county survey records and survey monuments and supervising the maintenance and operation of county drainage infrastructure. The ideal candidate will have strong technical skills, strong office management and recordkeeping skills, the ability to work with the public, basic knowledge of surveying principles/GIS, and the ability to work primarily in an office setting and occasionally in the field.

Key Responsibilities

- Assist the County Surveyor with daily operations of the office
 - Occasionally conduct field inspections of regulated drains, ditches, and infrastructure
 - Maintain and update survey records, legal descriptions, section corner records, engineering drawings, and plats
 - Assist with drainage projects, maintenance coordination, and documentation
 - Communicate with landowners, contractors, engineers, land surveyors, and government agencies
 - Ensure compliance with Indiana drainage and surveying laws
 - Support GIS data collection and mapping efforts
 - Serve as the secretary for the Wells County Drainage Board during evening meetings
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Qualifications

- Experience in general bookkeeping and the ability to take minutes at public meetings is required.
- Basic knowledge of survey equipment (GPS, total stations) and mapping and drafting software is a plus
- Familiarity with Indiana drainage laws and procedures is a plus
- Strong math, problem-solving, and organizational skills
- Proficiency in Microsoft Office (GIS experience preferred but not required)

- Valid driver's license required
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Compensation & Benefits

- Compensation is set within the Wells County Compensation Matrix
 - Health, dental, and vision insurance available
 - Indiana Public Retirement System (INPRS) benefits
 - Paid time off and holidays
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How to Apply

Interested candidates should submit a resume to:

Wells County Surveyor's Office

surveyor@wellscounty.org

Wells County is an Equal Opportunity Employer.
