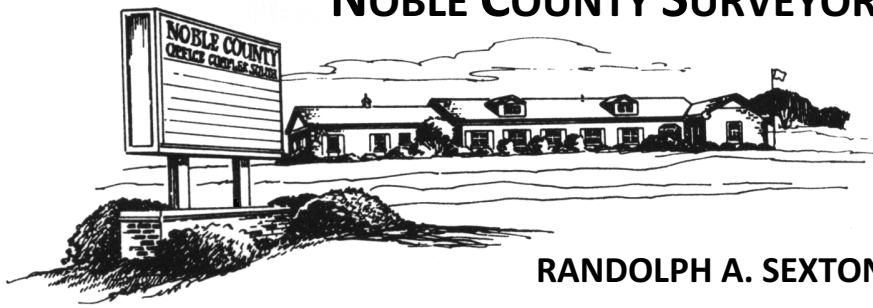


NOBLE COUNTY SURVEYOR



2090 N. State Road 9, Suite B
Albion, Indiana 46701
Phone: (260) 636-2131
Fax: (260) 636-3512

RANDOLPH A. SEXTON, PLS

Job Title: Drainage Secretary (Part Time)
Department: County Surveyors Office
Pay Range: Based on experience and qualifications

JOB SUMMARY:

Assists the County Surveyor with regulated drain issues related to the Noble County Drainage Board, serve as the secretary to the Noble County Drainage Board, including attending all drainage board meetings typically being two meetings per month.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Reports directly to the County Surveyor and performs related duties as assigned by the County Surveyor.
- Attend all meetings of the Noble County Drainage Board and serve as secretary to the Noble County Drainage Board.
- Prepare minutes for all meetings of the Noble County Drainage Board.
- Process all applications concerning Regulated Drain Variances. Prepare Variance documents to be approved and recorded for the Noble County Drainage Board. Gather research for County Surveyor concerning the Variance application.
- Process all Regulated Drain petitions and prepare procedure folders for the Noble County Drainage Board Hearings.
- Complete Regulated Drain research for all hearings. Gather additional information that may be requested by the County Surveyor to prepare the Regulated Drain Hearing Surveyors Report.
- Attend all Regulated Drain Hearings and prepare minutes for said hearings.
- Prepare and publish all Regulated Drain Hearing Legal Notices & Findings of Fact & Final Orders.
- Process all Mutual Drain Petitions. Research and prepare information that is requested by the County Surveyor addressing said Mutual Drain Issue.
- Attend all Mutual Drain Hearings. Prepare minutes for Mutual Drain Hearing and process all legal filings concerning the results of said hearing.
- Prepare all maps and associated documents concerning the implementation of the annual Regulated Drain Spraying program as directed by the County Surveyor. Process all Spray logs and prepare a report at the conclusion of the spraying program concerning areas that need to be addressed in the future.
- Answer phones and process drainage checks for various departments.
- Transcribe historic survey information concerning Regulated Drains and Section Corners.
- Attending applicable education and training.

WORK RELATIONSHIPS:

- Works closely with and reports directly to the County Surveyor.
- Works directly with department staff and other county departments concerning drainage and section corners.
- Engages with boards, the public, and local professionals while upholding a professional and courteous demeanor.

JOB REQUIREMENTS

- Minimum of a high school education. Related secretarial experience is preferred, but candidates with backgrounds who can demonstrate professionalism and a strong ability to learn are equally encouraged to apply.
- Ability to apply department policies and procedures, federal and state laws, Indiana Code, and local ordinances under the guidance of the County Surveyor.
- Requires excellent written and verbal communication skills, strong attention to detail, and the ability to actively listen, clearly document information, and ensure thorough understanding
- Ability to read and interpret blueprints, site plans, property descriptions, aerial maps, and related materials, or the capacity and willingness to learn these skills.
- Ability to work collaboratively and independently with minimum supervision.
- Effective time-management skills, with the ability to prioritize and balance multiple tasks while organizing assigned projects, even when responsibilities shift or compete.
- Ability to work with software such as products from Microsoft Office, including Access, Excel, Word, InDesign, FTR Recorder, OBS Studio (streaming service) and ArcGIS.
- Possession of a Notary Public Commission or meet the requirements to obtain a Notary Public Commission.

Applications and resumes may be submitted to Randy Sexton, 2090 North State Road 9, Suite B, Albion, IN. 46701.