

**STARKE COUNTY SURVEYOR'S OFFICE
FULL TIME DEPUTY SURVEYOR**

Position: Deputy Surveyor – Surveyor's Office
Start Date: September 20, 2026
Location: Starke County Surveyor's Office

Comprehensive Benefits: Full medical, dental, and vision insurance.
Work-Life Balance: Paid time off, paid holidays and longevity pay.
Pay: \$41,901.00

General Duties:

Answer phones, check email, mail correspondence and order office supplies.
Assist taxpayers with ditch assessments, surveys, property/flood information, and more.

Support Field and Office Operations:

Assist the Surveyor with research, field inspections, and addressing complaints.
Review building permits for drainage clearance and submit approvals.

Administrative Tasks:

File claims, vouchers, and payroll with the Auditor.
Prepare and maintain ditch records, including landowner notifications and contractor coordination.

Drainage Board Coordination:

Organize and prepare materials for Drainage Board meetings.
Record and transcribe meeting minutes, transfer to official binders, and maintain accurate records.

Financial Oversight:

Manage ditch assessment funds, accounts, and reports.

Qualifications and Requirements:

Must be at least 18 years of age.
Pass a drug test and background check.
Proficiency in Word and Excel.
Strong communication skills to interact with employees and the public effectively.

How to Apply:

Submit your application and resume in person to the Starke County Surveyor's Office.

Email your application and resume to: grent@starke.in.gov

You may also apply through [Indeed.com](https://indeed.com)

Applications are available to print at:

<https://starke.in.gov/wp-content/uploads/2022/04/Employment-Application-Government.pdf>

Starke County is an equal opportunity employer.

DEPUTY SURVEYOR – SURVEYOR’S OFFICE

Answer phones

Check office email

Check phone messages

Order office supplies

Assist taxpayers:

Ditch Assessments

Locate Surveys

Property/Flood Info

Section Corners

Large Format Printer/Docuware

Maintain, update and file Section Corners into binders and website

To assist Surveyor with research on ditch maintenance

To assist Surveyor on field inspections (shoot elevations, inspect drains, investigate complaints/concerns)

To assist Surveyor in various capacities where needed

Building Permits

Check for 75' clearance from drain if applicable

Approve and submit to Planning Commissioner

Split/Combine Parcels

Input all split or combination parcels into Low System received from the Auditor

Claims/Vouchers

Responsible for filing claims/vouchers/payroll with the Auditor

Office Supplies

Surveyor Truck Maintenance

Board Members Payment

Ditch Contracts/Projects

Surveyor & Deputy Payroll

Contracts

Research and notify affected landowners

Prepare Proposals

Contact Contractors

Accept Bids

Prepare Contracts

Maintain Files

File Claim w/ Auditor then Close File

Files

Scan current information into Ditch folder

Keep organized and updated in file cabinet

Drainage Board Meetings (Starke/Regular, Starke/Pulaski, Starke/Marshall, 4-County)

Prepare and Post Monthly Notice for all 4 Boards

Prepare agendas

Record Minutes

Transfer to Voice Recordings folder on desktop

Type Minutes

Distribute Minutes via mail and email

Transfer onto Official Binders

Reports

Maintain ditch assessment funds/accounts/reports

All other duties as assigned