Minimum Qualification Specifications
for the Classes:

LAND SURVEY ASSISTANT ADMINISTRATOR
(LAND SURVEY ASSISTANT ADMR)
LAND SURVEY ADMINISTRATOR

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in Surveying, Geodesy, or Engineering with at least six (6) semester credits in surveying.

Excess work experience as described below in the experience requirements section, or any other progressively responsible administrative, professional, technical, or other analytical work experience which provided knowledge, abilities and skills comparable to those normally acquired while completing a college curriculum described above in the education requirement section may be substituted for education on a year-for-year basis.

The education or experience background must demonstrate the possession of knowledge of: surveying principles, techniques, practices and terminology; mathematics through trigonometry as applied to surveying, including the computation of traverses, curves, and areas, and the use of logarithmic, trigonometric and curve data tables; the proper use and methods of adjusting common survey instruments such as engineering transits, theodolites and levels; and the proper use of common drafting and computing tools and equipment; and ability to: understand and follow written and oral instructions; operate theodolites, transits, levels and other survey instruments; do simple research on land boundary matters; prepare sketches, maps and reports; reduce field notes; and do lettering and drafting as required for survey work.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind and length shown in the table below and of the nature described in the paragraphs following:

Class Title	Land SurveyingExper (Yrs)	Supvry Exper (Yrs)	Admin Exper (Yrs)	Total Exper (Yrs)
Land Survey Asst Admr	3	2	*	5**
Land Survey Admr	3	2	1	6**

Land Surveying Experience: Land Boundary surveying experience which demonstrated the application of knowledge of: land surveying principles, techniques, practices and terminology; sources of land boundary information; mathematics through trigonometry as applied to surveying and the use of trigonometric and curve data tables; the proper use and methods of adjusting survey instruments such as transits, theodolites and levels; proper use of common drafting and computing tools and equipment; and ability to: do research on land boundary matters; operate precise survey instruments and work to close tolerances; and supervise and deal effectively with others.

Supervisory Experience: Professional land surveying experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and maintaining high standards of work and timely accomplishment of work objectives.

Administrative Experience: Professional land surveying experience which included the planning (including the preparation of budget estimates), staffing, and developing procedures and methods of operation, of a major organizational segment.

*For the Land Survey Assistant Administrator, administrative aptitude rather than actual administrative experience may be accepted. This requirement will be considered to have been met when there is a strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the area of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

**Two and one-half (2-1/2) years of the total number of years of experience must have included the application of knowledge of Hawaii land laws, Land Court rules, decisions and procedures, and Hawaii's land tenure history.

Substitutions Allowed:

1. Successful completion of a course of study in Engineering Technology at an accredited community college which included at least two (2) courses in surveying and in addition, two (2) years of surveying experience which included the use of the theodolite and level, may be substituted for the bachelor's degree requirement.

2. Satisfactory completion of all academic requirements for a master's degree in Surveying, Geodesy or Civil Engineering from an accredited university may be substituted for six (6) months of Land Surveying Experience.

3. Substitution of Supervisory/Administrative Experience for Land Surveying Experience: Excess administrative and/or supervisory experience of the type and quality described above may be substituted for Land Surveying Experience on a year-for-year basis.

License or Certificate Required:

Professional License: Applicants must possess a Hawaii State certificate of registration as a Land Surveyor and a certificate of registration to practice surveying in the Land Court of the State of Hawaii.

Driver's License: Applicants must have a valid license to operate a motor vehicle in the State of Hawaii.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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