



Clary & Associates, Inc. Employment Opportunities

1. *Professional Surveyor and Mapper* – Must be registered in the state of Florida as a Professional Surveyor & Mapper. Supervisory experience required.
2. *Party Chief* – Experience as a party chief on a survey crew. Responsible for the crew assigned to you.
3. *Instrument Man* – Experience in working a survey instrument on a survey crew. Experience with an electronic total station and/or a data collector required.
4. *Rodman* - No experience necessary. This position assists the party chief and instrument man.
5. *CADD Operator (Survey Technician) Government Sector* – Must have knowledge in CAiCE Software, Microstation, Geopak and AutoCADD. Math and survey background preferable.
6. *CADD Operator (Survey Technician) Private Sector* – Must have knowledge in AutoCADD software. Math and survey background preferable.
7. *Administrative Positions*
 - *Accounts payable, accounts receivable and reconciliation* - Must have knowledge in Microsoft Word and Excel. Excellent written and verbal communication skills required.
 - *Receptionist* - Responsible for answering six lines, mail, deliveries and Federal Express. Must have knowledge in Microsoft Word and Microsoft Outlook. Excellent verbal and written communication skills a must.

Clary & Associates, Inc.
3830 Crown Point Road
Jacksonville, Florida 32257
www.claryassoc.com

(904) 292-2001
(904) 260-3799 (Fax)