



## Legal Description Writer

### Engineering Specialist

Up to \$82,893/annually

St. Paul, MN

Prepare, review, and approve legal descriptions used for the acquisition and disposition of property interests, serving as a technical advisor for staff in the Legal Descriptions Unit and District personnel. Providing accurate, precise decisions that support the Department's Program Delivery schedule, and training staff state-wide in the preparation and use of legal descriptions are other responsibilities of this full-time position. Local telework options are considered.

#### WHY WORK FOR US

We offer excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

- 11 paid holidays per year
- Earn up to 29 paid vacation days a year
- Earn 13 days paid sick time
- Defined pension plan
- Vision insurance available
- Paid life insurance
- Short & long-term disability available
- Paid parental leave available
- Training opportunities
- And more!

#### MINIMUM QUALIFICATIONS

Three years of para-engineering experience (Transportation Specialist level or equivalent) that demonstrates:

- Experience applying Minnesota laws and standard surveying practices to legal descriptions.
- Experience applying land surveying principles to the Public Land Survey System.
- Experience writing and preparing documentation for legal descriptions.
- Experience training other staff in the preparation and use of legal descriptions.

#### APPLY ONLINE BY 3/28/2022:

1. Go to [www.mn.gov/careers](http://www.mn.gov/careers)
2. Click "External Applicants".
3. On the Job Search, enter the Job Opening ID "53549" in the Keywords search box and click Search.
4. Click on the Job Title to view the job posting.
5. Click Apply.
6. When prompted for your Referral Source, please list: **Other – Survey Tech Workshop**

**Only applicants received on [mn.gov/careers](http://mn.gov/careers) will be considered.**

**CONTACT FOR ADDITIONAL INFORMATION:**  
**Shannon Huberty, MnDOT Recruitment Specialist**  
[Shannon.Huberty@state.mn.us](mailto:Shannon.Huberty@state.mn.us)  
**651-366-4787**

**Salary Range:** \$26.86 - \$39.70/hourly; \$56,083 - \$82,893/annually