

DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level mechanical drawing work of a routine but exacting nature involving knowledge and techniques of drafting. May also perform related work appropriate to the particular office in which employed. The drafting work is distinguishable from a Senior Drafter, at the next higher level, by the degree of drafting skills and techniques required. Basic and routine drafting work may be performed under general supervision of an administrator. More diversified or complex drafting would be performed under a Senior Drafter or Engineer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Traces map changes on a variety of official maps and identifies changes by mechanical and free-hand lettering;
Plots simple metes and bounds of deeds and transposes to prints in pencil and tracing in ink;
Figures simple areas and transposes to prints and tracing;
Adds miscellaneous data to prints and tracings to keep up to date;
Files and indexes all pertinent data and documents;
May update building layout plans by locating pertinent features and transposing to prints and tracings;
May operate blueprinting machine to make copies of maps or drawings as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of mechanical drawing techniques, terminology and instruments; working knowledge of mathematics as applied to drafting; working knowledge of mapping techniques and map reading; working knowledge of map printing and reproduction methods; ability to perform routine draftings on maps from data; ability to understand legal property description; ability to understand and carry out moderately complex oral and written instructions.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma which included or has been supplemented by a minimum of four (4) credit hours in mechanical drawing or drafting, or eight (8) credit hours in graphic arts; or
2. Graduation from high school or possession of an equivalency diploma and one (1) year of experience in mechanical drawing or drafting (including inking or tracing) or in graphic design, layout or lettering; or
3. Any equivalent combination of training and experience as defined above.

NOTE: Additional experience as noted above may be substituted for schooling on a year-for-year basis.