

DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a high level employee, an incumbent of this class performs general drafting work in the preparation of a variety of plans, charts, map revisions and lettering. Work may be done manually or through use of CAD software. Specific responsibilities may vary in accordance with departmental (Assessor's, Engineering, Public Works, etc.) assignment. The incumbent in this class performs complex drafting from various, detailed source materials and field notes. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares maps, plans, charts and graphic illustrations from detailed sketches, drawings, maps and diagrams either manually or through of CAD software;

Does lettering of various types and styles as required in titles, legends, charts and profiles;

Makes such mathematical computations as are necessary to the work;

Assists in the preparation of models and exhibit materials;

Assists in the preparation of prospective drawings and three dimensional models;

Assists in the field collection of map and plan data;

May assist in a survey party;

May function as a field aide in gathering assessment and appraisal data;

Uses various computerized applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the uses of drafting instruments in freehand and mechanical drawing and lettering; ability to prepare maps, graphs, charts and related materials either manually or through use of CAD software; ability to effectively use computerized applications software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to work with various media and tools; ability to follow oral and written directions; accuracy; creative; neatness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two years of work experience in which the primary function of the position was map, mechanical, structural or architectural drafting.

SUBSTITUTION: Satisfactory completion of 30 college* credits including at least two courses in map, mechanical, structural, or architectural drafting; civil engineering or architecture, may be substituted on a year for year basis for the above experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.