

**CARTOGRAPHIC DRAFTER**

**Nature of Work:** Under general supervision, at the full-performance level, performs work using technical methods, procedures and symbols to produce maps and related diagrams. Uses standard guides and knowledge of general cartographic conventions to select the appropriate method of conveying information via maps and related diagrams and determines which information is appropriate from the materials furnished. Work is performed in an office setting and involves prolonged close visual work. May review maps from contract services or other services insuring proper mapping procedures have been followed. Performs related work as required.

**Examples of Work**

Creates maps, depicting land features, resources, political subdivisions, and other physical or cultural geographic information by transferring current data and/or amendments from work copies to original master maps on linen or polyester film.

Creates charts, graphs, pictorial diagrams, and other graphic materials.

Edits and reviews final drafted maps of contractors to insure compliance with established guidelines and procedures.

Draws corporation (city) and district (rural) maps from rough field copies depicting bearings, distances, and acreage.

Revises, re-drafts or scribes map changes associated with individual property ownership, industrial site drawings and political subdivision boundaries.

Plots roads, drainage, transportation facilities, utilities and other cultural features.

Maintains records of drawings, maps, or delivery dates for maps.

May sometimes edit proposed amendments and exercise individual judgment on special projects.

May be required to operate map reproduction equipment.

**Knowledge, Skills and Abilities**

Knowledge of basic drafting equipment and techniques.

Knowledge of the basic techniques and procedures of cartography and the basic techniques of graphic layout and design.

Skill in the use of basic drafting equipment such as scribe, letter, number guides and an assortment of mechanical inking pens.

Ability to read and scale maps, make simple mathematical computations and to concentrate for extended periods of time.

Ability to plot precise cartographic illustrations used in map-making or graphics to understand field survey notes.

9840

**CARTOGRAPHIC DRAFTER (CONT'D)**

**Minimum Qualifications**

**Training:** Graduation from a standard four-year high school.

**Experience:** Two years of full-time or equivalent part-time paid experience in drafting work.

**Substitution:** A certificate of completion in an approved drafting program of at least 1080 clock hours from a secondary vocational-technical school, commercial college or school of comparable level or six semester hours in drafting from an accredited college or university may be substituted for one year of the above experience OR an associate degree in drafting or design may be substituted for the required experience.

Established: 8/19/93  
Effective: 9/16/93