

CADASTRAL DRAFTING TECHNICIAN I

DEFINITION

Under general supervision, to perform skilled drafting work using manual or automated methods in preparing, maintaining, and updating maps, drawings, tracings, and title sheets for assessment purposes; to compute land areas and boundaries; to assist with the public with problems concerning land area and property locations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Cadastral Drafting Technician class series. Incumbents are expected to perform skilled drafting work, using either manual methods or automated systems, with some guidance and supervision. Also, they should be capable of learning the policies and procedures of the Assessors Office.

REPORTS TO

Assistant Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Interprets legal descriptions of property, metes, bounds, easements, and rights-of-way; makes mathematical calculations, computing land acreage and area; plots land descriptions to accurate scale in the revision, correction, maintenance, and updating of Assessor's Office maps and plats; splits parcels and adjusts lot lines as required by recorded parcel maps and records of survey; files recorded maps and enters them into a database, maintaining proper cross-indexing records; operates computerized drafting systems, blueprint copiers, and office equipment; maintains files of maps, charts, and related materials; draws charts and forms when necessary; performs title searches; maintains records of updated maps for other agencies; prepares files and maps on recently split properties for correct valuation by appraisal staff; provides a variety of information to the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; corrected vision sufficient to read detailed information on computer screens, charts, and maps; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

CADASTRAL DRAFTING TECHNICIAN I - 2

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Nomenclature, symbols, methods, and practices, used in property descriptions, map development, and drafting.
- Computerized drafting methods and systems.
- Modern office methods and procedures.

and

Ability to:

- Perform drafting and mapping with skill and accuracy.
- Prepare, update, and interpret maps, drawings, charts, plans, and property descriptions.
- Make accurate mathematical calculations in the computation of land areas and boundaries.
- Research title information.
- Prepare and maintain records and reports.
- Understand and carry out oral and written directions.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience performing skilled drafting work or completion of specialized training in drafting and some work experience with property descriptions. Knowledge of computerized drafting software and methods is highly desirable.