

# **LINN COUNTY CLASSIFICATION**

**TITLE: CARTOGRAPHIC DRAFTER 1**  
**NUMBER: 860**  
**PAY RANGE: 06**  
**CATEGORY: OPEU**

**APPROVAL ORDER**  
**NUMBER: 2000-534**  
**DATE: September 20, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of map drafting and property tax maintenance duties; researches records, corrects maps, and records according to property division, consolidations, and ownership changes.

SUPERVISION RECEIVED: Works under the supervision of the Cartographic Drafting Supervisor who assigns duties, provides training and reviews work for conformance to instructions.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Review and plot legal descriptions of newly recorded deeds to identify proper tax map, tax lot parcel number and to determine if the deed represents a direct transfer of ownership or if the property has been segregated; plot the segregation on major maps; compute acreage of segregated parcels.
2. Revise tax maps according to segregations and ownership changes; revise tax records to reflect current status.
3. Review request for tax lot consolidations, insure conformance to legal requirements and revise maps and records accordingly.
4. Respond to public inquiries regarding maps, property ownerships and related matters.
5. Process orders for copies of maps. Maintain public map books.
6. Make revisions on existing maps by new surveys, aerial photos, etc.
7. Prepare graphs, charts and signs as needed.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of drafting and graphic techniques including a reasonable knowledge of current symbols, nomenclature, techniques and instruments used in drafting and mapping. Reasonable knowledge of algebra and trigonometry.

Ability to make mathematical calculations with speed and accuracy. Ability to use properly and care for drafting instruments and related drafting aids. Ability to prepare and interpret a wide variety of maps, drawings, charts and legal descriptions. Ability in delineation, mechanical and free-hand lettering. Ability to work effectively with the general public and other employees.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school, supplemented by additional college level coursework in drafting and/or cartography plus one year of experience in drafting work or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.