

GENERAL DESCRIPTION OF CLASS

The CARTOGRAPHER 1 drafts and revises simple maps such as large and small scale planimetric and those of a city subdivision in which lots have already been platted, by using property documents, field surveys, other source maps and aerial photos graphs. Work may be accomplished by computerized as well as manual methods.

DISTINGUISHING FEATURES

This is the second level of a five-level series. It is distinguished from the lower level Cartographic Assistant by the entry level mapmaking responsibilities. It is distinguished from the higher levels by an absence of responsibility for the more skilled, detailed, and independent cartography.

DUTIES AND RESPONSIBILITIES

1. **Mapping.** Typical tasks: reads and sorts property documents, field surveys, aerial photographs, and available maps to determine map layout; drafts simple maps, such as subdivisions of a city in which lots are already platted, involving detail such as adding lot dimensions, tax lotting, and determining numerical sequence of tax lottings; revises and updates maps by making simple changes, such as property divisions and ownership changes, and involving deed interpretation, acreage computations, and updating of records; may prepare charts, graphs, and other graphics as required.
2. **Records.** Typical tasks: assembles finalized maps and records to be turned over to the county assessor or other appropriate party; ensures that all records are properly labeled and numbered and that necessary copies are on file.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular telephone contact with other agencies or with county government personnel to exchange information about maps and mapping standards and to inquire about discrepancies or needed information concerning surveys, deeds, and other property documents. Employees are in contact monthly by telephone or in-person with other agencies or the public who are interested in obtaining map(s) prepared by the agency.

SUPERVISION RECEIVED

Employees in this class receive close supervision, usually by a project manager or administrative superior. Specific written standards for scales, lettering and symbols are provided. The work is reviewed in progress and at completion for accuracy, neatness, and compliance with established mapping standards.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of drafting survey terms and techniques.

General knowledge of mathematics such as plane geometry and algebra.

Skill in use of drafting tools.

Ability to read and understand property documents and interpret field survey note.

Ability to interpret aerial photos.

Ability to learn cartographic procedures, concepts, and standards.

Ability to prepare charts, graphs, and other graphics as required.

Ability to compute acreages using a calculator, planimeter, or computer.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.