

**GENERAL DESCRIPTION OF CLASS**

The CARTOGRAPHER 2 performs skilled drafting of detailed, multicolor maps such as sections of a county, timber maps and fire protection maps, using property documents, field surveys, other map sources and aerial photos. work may be accomplished by computerized as well as manual method.

**DISTINGUISHING FEATURES**

This is the third level of a five-level series. It is distinguished from the lower levels by having responsibility for more skilled, detailed, and independent cartography. It is distinguished from the higher levels by the absence of responsibility for cartography of entire counties or other map projects, for maps which require greater degree of detail and technical information, and greater responsibility for the finished product.

**DUTIES AND RESPONSIBILITIES**

- 1.Mapping.** Typical tasks: interprets and plots descriptions from deed records and other property documents, field surveys, aerial photographs, and available maps to determine map layout; computes acreages, perimeters, e.g., timber types or burned forested areas, and control and grid systems necessary for base control mapping (mapping which establishes section, subdivision, and survey corners) using calculator, computer or planimeter; drafts detailed, multicolor maps such as sections of a county, timber maps and fire protection maps, involving detail such as boundaries (township, property, rural fire protection district), roads and highways, drainage systems, railroads, land parcels, surveys, property descriptions, and geographic features such as mountains, coastlines, rivers, creeks, and lakes; converts maps to different scales; assigns parcel numbers or property description numbers; may prepare charts, graphs, and other graphics as required.
- 2.Records Maintenance.** Typical tasks: transfers map information, lines, and text onto a Computer Assisted Mapping System via CRT keyboard and other special input devices to create computer files so maps can be quickly reproduced in an inked form by a plotting machine; stores files on tape, corrects and edits files; establishes new manual files for United States Geological Survey maps, county assessor maps, aerial photographs, property description records, and tax lot records.
- 3.Research Activities.** Typical tasks: conducts research on new and accumulated data concerning deeds, property titles, boundaries and legal descriptions which may involve pulling records and files on hand, contacting other State, County, or Federal agencies, or visiting county courthouses, county assessor offices, or field or regional offices.

**RELATIONSHIPS WITH OTHERS**

Employees in this class are in contact weekly in-person or by telephone with other agency or county government personnel to exchange information about deeds, surveys, roads, zones, boundaries, maps, and mapping standards. Employees are in contact monthly by telephone or in-person with other State and Federal agencies such as the State Highway Department, United States Forest Service and Bureau of Land Management to obtain information such as ownership of lands, status of road construction and official boundaries.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision, usually by a project manager or administrative superior. Completed maps are reviewed for accuracy, neatness, and compliance with established mapping standards. Scheduling and prioritizing of mapping projects and work progress are reviewed on a weekly basis.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of cartographic procedures, concepts and standards.  
 General knowledge of drafting and survey terms and techniques .  
 General knowledge of mathematics such as plane geometry and algebra.  
 Basic knowledge of State plane coordinate system.

Skill in computing acreages, perimeters, control and grid systems using a calculator, planimeter, or computer.

Skill in reading a map.

Skill in the use of drafting tools.

Skill in understanding and interpreting property documents which may be ambiguous.

Ability to translate raw data into a graphic product.

Ability to research information needed for specific mapping projects.

Ability to perform photogrammetric work using stereoscopic and reflective overhead projection equipment used to plot planimetric detail such as highways and roads, township boundaries, and drainage systems from aerial photographs.

Ability to maintain manual and computerized records of maps and property documents.

Ability to read, interpret and apply field survey notes to mapping detail.

Ability to read and interpret property documents such as deeds, surveys and legal descriptions and identify discrepancies.

Ability to read and understand real estate property laws and property documents.

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

**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.