

Jurisdiction: Oneida County  
Jurisdictional Class: Competitive  
Revised: 2/28/96

## **SENIOR DRAFTER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Finance and Planning Departments, and involves responsibility for preparing moderate, and some difficult, drafting work in preparation of manually-produced and computer-generated maps. The Oneida County Planning Department does not utilize computer aided drafting and design. A Senior Drafter uses drafting and tracing techniques to prepare tax maps and maintains accurate and updated tax maps for Oneida County. The work involves the use, and care of, reproduction equipment, CAD software (Finance), cataloging and dispensing of maps and appropriate forms for updating computer database information. General direction is received from an administrative employee of higher rank, with leeway allowed for the exercise of personal judgement. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

**NOTE: Reference to CAD is a reflection of Oneida County Finance Department only.**

Draws and revises necessary changes to mylar map sheets and AutoCad drawing files;  
Prepares charts, graphs, and other descriptive material for insertion into reports using various software applications;  
Prepares line drawings, scale layouts and complex map overlays, reads deeds of property transfer, and makes necessary changes on paper maps and in computer database files;  
Utilizes aerial photography to plot parcel boundaries;  
Computes acreage and updates land uses;  
Assists in conducting, planning, zoning and mapping surveys;  
Maintains files of maps, charts and drawings;  
Utilizes tracing and other methods of transferring information to maps at different scales or composition;  
Aids assessors, lay persons and walk-in clients with interpretation of tax maps;  
Supervises, and participates in, searching records and deeds to establish the basis for transfer of properties;  
Reviews deeds, wills, court petitions, surveys and maps filed in the County Clerk's office to determine the changes that will occur in property lines;  
Consults, and cooperates, with local assessors in resolving parcel boundary problems.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of graphic presentation and illustration methods and procedures; good knowledge of mechanical drafting materials; good knowledge of computer-aided drafting (ie: AutoCad) for the Finance Department; skill in lettering and tracing; ability to make various computations; ability to operate Qzolid, plotters, printers, personal computers and photo-copy machines; ability to understand and interpret the work of the agency; ability to get along well with others; good powers of observation and analysis.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university with an Associate's Degree in Engineering Technology, Surveying, Mapping Sciences or a closely related field **AND** one (1) year of drafting experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as described in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.