

DRAFTING TECHNICIAN

NATURE OF WORK

Under general supervision, performs a variety of technical tasks designed to accomplish the drafting and mapping needs of the County Assessor.

TYPICAL DUTIES

Reads, researches, and interprets field notes, legal descriptions, and existing maps and drawings in order to prepare new C.A.D. maps or modifications; also prepares new market, submarket and area code maps as required; analyzes available data in order to prepare legal descriptions, assign parcel numbers and develop parcel splits and additions; coordinates and implements the overall mapping functions of the department by scanning necessary files, digitizing maps, and organizing a database for utilization with GIS; accomplishes tasks through the use of available computer equipment; assists with technical computer problems in office; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the techniques, terminology, methods and practices related to drafting and the development of maps and drawings; knowledge of plotting and printing equipment and AutoCAD; knowledge of CAD layering and spacial relationships, including experience with autodesk Map 3d or ESRI ArcMap; ability to read and interpret maps, designs, legal documents, and legal descriptions; ability to conduct research and transfer data from recorded plats and deeds; must have well developed computer skills and the ability to operate and maintain assigned equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM QUALIFICATIONS

A.A.S. Degree in Drafting or an equivalent combination (two years or more) of education and experience in drafting, engineering or computer science, which demonstrates the ability to perform the duties of the position, including knowledge of computer systems and file management; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

REVISED 07/06