

DRAFTING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the accurate inking and mapping of all changes in property lines on county tax maps. Inking is done on master mylars using LeRoy lettering equipment, plus various drafting tools, including triangles, curves, etc., to produce the inking line work required. All work is performed under general direction. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inks property lines of new parcels, updating and revising master mylar sheets using LeRoy lettering equipment including hand held scribes and/or automatic LeRoy lettering machine and a computerized digitizing machine;

Updates and revises master mylars using work maps or other associated documentation as provided by technicians;

Reviews work maps and updated master mylars for errors or deletions;

Assembles and prints completed paper copies of sections/towns(s) completed for distribution;

May plot and map all required changes in property lines on county tax maps, which may include the careful checking and searching of prior records (deeds, chains of title, filed subdivisions) to correctly identify the parcel or portion intended for transfer of title;

Compiles a complete master list of parcels that have been altered (deleted, combined) by town and a parcel count and how they were altered along with a complete updated list of parcels that must be either digitized or re-digitized using a computerized digitizing machine to determine coordinate values required by the State.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and principles of drafting, inking and the instruments

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used; working knowledge of mathematics including plain trigonometry; ability to correctly identify and transfer to maps property lines as described in legal documents affecting property titles; ability to ink mylars using inking pens and for text, a LeRoy lettering set or a computerized lettering machine; an ability to understand and interpret complex oral and written information; good judgment; initiative; and integrity.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in inking or drafting; or
- (B) completion of a technical training course in drafting and six months of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described above.

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Last Reviewed: 10/16/01

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/1/2023