

CLASS SPECIFICATION

Yuba County

March 2004

CLASS TITLE: Cadastral Drafting Technician I/II

FLSA STATUS: Non-exempt

JOB SUMMARY:

Performs routine to difficult computer aided and manual drafting work in preparation of a variety of maps for the Assessor's office including property ownership maps, district maps and land use maps; performs review of legal descriptions and changes of ownership for accuracy prior to updating Assessor's maps; researches and analyzes various property maps and performs related work as assigned.

CLASS CHARACTERISTICS:

Cadastral Drafting Technician I is the entry level in this series. Initially, under close supervision, incumbents perform the more routine duties while learning County and departmental policies and procedures. Cadastral Drafting Technician II is the experienced level, fully competent to independently perform difficult and complex manual and computer-aided map drafting assignments that include complex property and deed document review. This class is distinguished from the Engineering Technician classes in that the latter are assigned a variety of inspection, permit processing and related duties in addition to the drafting function.

EXAMPLES OF DUTIES:

Essential:

- Prepares, revises and maintains a variety of preliminary and final drawings, sketches, maps, and layouts, using both manual and computer-aided drafting techniques.
- Reviews legal descriptions and changes of ownership from recorded documents related to real property transfers, lot splits, subdivisions and other property transfers for accuracy and determines whether reappraisal is required; incorporates such information into the Assessor's database.
- Reviews recorded maps and documents received from the County Recorder's office for changes; makes copies of such recorded documents, including legal land descriptions, and processes them for mapping and incorporation into Assessor files.
- Generates maps to meet the needs of the Assessor's Office, public, and other County departments.
- Prepares a variety of periodic and special reports regarding land and property transfers.
- Researches files and indexes for legal descriptions of property, prior drawings and contracts and other information related to the areas of assignment; may review legal descriptions of County and private development properties.
- Researches and validates intra-family property transfers.
- Updates and maintains hard-copy libraries and computer indexes of standard drawings, maps and specifications.
- Reviews notices of tax-defaulted properties and provides legal descriptions and verifies assessor's parcel numbers for such properties.
- Provides information to departmental staff, other County or local agencies, including LAFCO, employees and the public regarding drawings and maps.
- Explains and interprets property descriptions for the public.
- Maintains accurate records and files of work performed.
- Prepares a variety of correspondence related to the area of assignment.

Important:

- May drive a County or personal vehicle to visit work sites and/or other agencies to research information and to attend work related classes.

QUALIFICATIONS:

Knowledge of:

Cadastral Drafting Technician I

Basic principles, techniques, terminology, tools and equipment used in manual and cadastral map drafting.

Methods, practices, and terminology of computerized mapping systems.

Mathematics through algebra and geometry to solve drafting problems.

Hardware and software applications for computer-aided drafting and mapping.

Basic graphic layout and design techniques.

Applicable laws, codes and regulations.

Record keeping principles and practices.

Computer applications related to the work.

The format for business correspondence.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Cadastral Drafting Technician II – In addition to the above:

Techniques for reviewing recorded documents to determine accuracy and the need for reappraisal.

Legal descriptions, deeds, maps and other technical and legal documents used to identify properties.

Performing independent research, collecting and summarizing information for the department.

Skill in:

Cadastral Drafting Technician I

Performing map drafting work.

Reading and interpreting a variety of maps, descriptions and other technical documents.

Interpreting, applying and explaining applicable codes and regulations.

Using varied computer-aided drafting hardware and software.

Performing lettering and posting to existing mapping and designs neatly and clearly.

Making accurate arithmetic calculations related to drafting assignments.

Maintaining accurate records of work performed.

Composing standard correspondence related to work assignments.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Cadastral Drafting Technician II – In addition to the above:

Performing basic to complex map drafting work, including planning layouts, choosing scales and providing appropriate emphasis and accuracy for drawings and maps.

Using initiative and independent judgment within established procedural guidelines.

Organizing own work, setting priorities and meeting critical deadlines.

Working without close supervision in standard work situations.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard drafting and office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Background: The minimum and preferred requirements for this position are described below:

Cadastral Drafting Technician I

Minimum: Equivalent to graduation from high school, supplemented by course work in mathematics through geometry, computer aided drafting, and mechanical drawing or drafting and two years drafting or mapping experience. Closely related education may be substituted for the experience at a rate of two years of experience for one year of education.

Preferred: In addition to the minimum requirements, an Associates degree (60 units) with major course work in mapping, automated mapping, computer aided drafting, GIS or a closely related field and 4 years experience in computer aided drafting creating maps from legal descriptions.

Cadastral Drafting Technician II

Minimum: Equivalent to graduation from high school, supplemented by course work in mathematics through geometry, computer aided drafting and mechanical drawing or drafting and 3 years drafting or mapping experience, one year of which is at the level of the County's class of Cadastral Drafting Technician I. Closely related education may be substituted for the experience at a rate of two years of experience for one year of education.

Preferred: In addition to the minimum requirements, an Associates degree (60 units) with major course work in mapping, automated mapping, computer aided drafting, GIS, or a closely related field and 4 years experience in computer aided drafting or mapping, creating maps from legal descriptions, one year of which is at the level of the County's class of Cadastral Drafting Technician I.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Initials: _____
Date: _____

Personnel Initials: _____
Date: _____