

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 12/12/95
(Title Change From "Draftsman")

DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Real Property Tax Office and involves the accurate plotting and mapping of changes in property lines on a tax map. The work is performed under general direction of a higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plots and maps changes in property lines upon direction;
Correctly computes acreage involved in each change for information of assessors and the use of measuring devices;
Carefully checks and searches records to correctly identify the parcel or portion intended for transfer of title;
Interprets descriptions of conveyance shown on maps for information of property owners;
Performs field work checking to establish property lines;
Confirms identity of property described on tax rolls and other records as assessed prior to adoption of tax map;
Assists the public in locating properties from available information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and principles of drafting, and the instruments used; skill in drafting techniques; ability to correctly identify and transfer to maps property lines as described in legal documents affecting property titles; ability to understand and interpret complex oral and written information.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in drafting or mechanical drawing **AND** one (1) year of experience in these or related work in the technological area.

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