

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5168

TITLE: MAP DRAFTER

GRADE: S-16

DEFINITION:

Under supervision, performs drafting work in connection with the preparation and maintenance of County identification maps, records, and other required data; and performs related work as required.

ILLUSTRATIVE DUTIES:

Prepares County property identification maps and plats;
Revises maps and plats by adding acreage, subdivisions, highways and interchanges as they are recorded;
Translates deed descriptions into plats;
Creates new maps to replace existing maps known to be unreliable;
Interprets and delineates property lines on aerial photographs;
Computes reduction factors for the conversion of plats and sketches to conform to the County base maps;
Combines photogrammetric, cartographic, engineering surveying, and mathematic techniques in accomplishing the above;
Assists the public with problems of property lines and locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of property descriptions and mapping;
Knowledge of real property titles, deeds, and of title recording methods;
Knowledge of aerial photo interpretation;
Ability to interpret highway and interchange plats and transfer the pertinent data to maps;
Skill in the use of drafting instruments for the revision of existing maps or the creation of new maps;
Ability to compute areas from property descriptions and maps.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus one year of experience in map drafting.

REFORMATTED/REVISED: December 3, 2007
REVISED and RETITLED: February 14, 1986