

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DRAFTING WORKER

POSITION CODE: 12749
Effective: 8-16-77

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical drafting, cartographic and graphics work for use in developing departmental plans, projects, and reports; prepares work from notes, sketches, and instructions supplied by supervisor and division authorities; creates a variety of maps, drawings, and illustrative material projecting structural designs, geographic areas, social and economic features, and other data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Confers with and compiles information supplied by supervisor, technical personnel, and division authorities concerning assigned projects.
2. Determines proper material, layouts, and design for maximum visual communication of presentations.
3. Creates original artwork layouts and constructs maps, charts, graphs, pictorial diagrams, and other graphic materials depicting land features, resources, political subdivisions, population trends, and other geographic and socio-economic characteristics of given areas.
4. Performs detail drafting work for construction plans, repairs, and alterations of state buildings and structures.
5. Traces, draws, and sketches maps and plats of departmental properties or proposed land acquisitions.
6. Keeps and maintains routine records indicating time spent, materials used, and progress on assigned projects.

DRAFTING WORKER (Continued)

7. Performs cartographic work in Local Government Affairs by verifying and interpreting legal descriptions of real property and drawing property boundaries onto cadastral maps; updates or draws new tax district boundary maps to scale showing fire protection, school and sanitary districts in the state using USGS maps, aerial photographs, highway diagrams and railroad plats which define property boundaries to scale.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school, supplemented by two years college or technical schooling with courses in graphics, drafting, visual design, utilization of materials, planning and composition, and map construction.

Knowledges, Skills and Abilities

Requires working knowledge in general drafting and visual presentation work.

Requires working knowledge of the principles and methods of cartographic drafting, visual design, and graphic illustration.

Requires working knowledge of the principles and practices of architectural and structural drafting.

Requires ability to use and care for drafting tools, materials, and equipment.

Requires ability to promote economy in the use of materials.

Requires ability to make simple and basic mathematical compilations.

Requires ability to understand and follow oral and written instructions.

Requires ability to establish and maintain effective working relationships with associates, superiors, and other personnel contacted in the work.