

JUNIOR DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Drafter or higher level employee, an incumbent of this class assists in the performance of non-complex, general drafting work for various departmental (i.e. assessment, engineering, etc.) assignments. The incumbent performs drafting from various detailed source materials. This is the entry-level position in the drafting series. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares graphic illustrations, maps, and charts from sketches, drawings, blueprints and diagrams;

Assists a higher level drafter in the preparation of detailed maps and graphic illustrations;

Makes mathematical computations, as are necessary to the work;

May assist in any field role gathering assessment and appraisal data (i.e. in a survey party, in field collection of map data, etc.), as needed;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performances of work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of the use of drafting instruments in freehand and mechanical drawing and lettering; ability to prepare non-complex maps, graphs, charts and related materials; ability to follow oral and written directions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position;. ability to effectively use computer applications such as spreadsheets, word processing, calendar e-mail and database software; neatness; accuracy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six months of work experience in which the primary function of the position was map, mechanical, structural or architectural drafting.

SUBSTITUTION: Satisfactory completion of 15 college* credits including at least one course in map, mechanical, structural, or architectural drafting; civil engineering or architecture, may be substituted for the six months work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Towns, Villages,
Special Districts
Cities of Peekskill and Rye
J. C.: Competitive
cr3
1d

Job Class Code: 0407