

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4640

DRAFTING TECHNICIAN I

Abolished 9/15/06

DEFINITION

Prepare scaled maps, detailed plans, and working drawings from field notes, sketches, or verbal and written instructions.

DISTINGUISHING CHARACTERISTICS

Duties performed in this class are at routine level in the field of drafting.

TYPICAL WORK

Draw, revise, or trace maps or plans of buildings, machines, and equipment, inking in lines and letters where required;

Trace copies of plans on paper or cloth and add details or make revisions in accordance with instructions;

Prepare charts and/or drawings for presentation of statistical data and design paper forms from rough sketches;

Order supplies, clean equipment, and maintain office records;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Six months training or experience in basic drafting techniques.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 1-3-73
Revise Title: 10-12-73
Revise MQ: 7-2-90