AUG 0 3 1987

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Cartographer 1	CODE: 82311 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Counties, Univ.

FUNCTION: Under close supervision from cartographic supervisor, natural resources coordinator, public information officer, or drafting supervisor, lays out, drafts & plots maps;

- PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	83-89	Lays out, drafts & plots maps (e.g., public hunting & fishing; deeds & property; geology; county; highway; municipality).	Knowledge of (1) cartography, (2) drafting; skill in (3) operating drafting equipment, (4) operating cartography equipment; ability to (5) understand system of mechanical procedures, (6) calculate fractions, decimals & percentages, (7) understand manuals & verbal instructions, technical in nature, (8) gather, collate & classify information about data, people or things, (9) cooperate with co-workers on group projects, (10) demonstrate dexterity to use hands skillfully.
2	9-15	Drafts illustrations for reports &/or displays; does lettering for certificates, performs photographic work.	Knowledge of 2; skill in 3; ability to 5, 6, 9, 10.
3	0-5	Performs miscellaneous duties (e.g., operates duplicating machine, maintains office records & files, runs copier, picks up & delivers data & equipment).	Ability to 8, 9, (11) deal with problems involving few variables within familiar context.

(1092)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in cartography & 3 courses in drafting (or 9 mos. exp. in layout, drafting & plotting of maps); or equivalent.	TRAINING & DEVELOPMENT: