

## STAFF ASSISTANT (CARTOGRAPHY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class participate in the preparation, coordination and maintenance of maps, plans, publications and audio visual presentations. Work includes drafting, typesetting, related art work, coordinating and scheduling graphic work, and the conduct of related physical planning and research studies. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares original artwork including graphics, illustrations, typesetting, layout, etc. for the production of maps, plans, reports and presentation materials;

Prepares mechanical for the printing of maps, plans, charts, reports, etc. in one or more colors for ozalid, offset or other forms of reproduction;

Makes revisions to all materials including maps, publications, presentation items or related printed materials;

Compiles and tabulates physical and socio-economic data obtained through surveys for the preparation of maps;

Performs simple mathematics computations for data analysis;

Operates computer equipment used in producing maps and other graphic materials;

Prepares and arranges exhibits including the design and layout of graphic materials;

Prepares perspective sketches and three dimensional models;

Participates in the organization and production of audio visual shows including the preparation of graphics, photography and related tasks;

Maintains an extensive collection of maps, plans, aerial photos, presentation materials, photos and slides;

Maintains and operates an array of audio visual and office equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles and techniques of Geographic Information System (GIS) as applicable to County, municipal, and regional planning; knowledge of the general principals and techniques used in County, municipal, and regional planning; familiarity with the basic principles of MS-DOS and UNIX operating systems; ability to work independently on specific GIS database development efforts; ability to interpret statistical data on physical, economic and social phenomena in ways relevant to County, municipal and regional planning; ability to prepare and interpret data in a wide variety of digital formats; ability to reason logically, both inductively and deductively; ability to express oneself effectively, both orally and in writing; ability to learn the use of a desk computer in statistical and planning work; resourcefulness; tact; good judgement; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) Bachelor's Degree\* in Geography, Geology, Planning or Graphic Design; or (b) Bachelor's Degree\* and one year of experience in Cartography, Graphic Design, Illustration, Architectural Drafting or Map Drafting; or (c) Associate's Degree\* in Geography, Planning or Graphic Design and two years of experience as described in (b); or (d) four years of experience as described in (b); or (e) an equivalent combination of training and experience as defined by the limits of (a), (b), (c).

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