

Title: Cartographer I	Effective Date: October 18, 2010	Grade: X	Job Category: Technician
Prior Title: Cartographer I	Prior Effective Date: October 8, 2008	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is required to perform various cartographic and GIS functions to aide in the production of city, county, statewide and special type maps.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Use computer-aided design and drafting (CADD) software to accurately digitize and label city, county and statewide maps.
- Research and collect data, interpret and plot legal descriptions/plans necessary to prepare and/or update finished maps.
- Interpret and utilize aerial imagery provided by the Department and other sources.
- Prepare maps and graphics for reports and publications.
- Use GIS to research, query and analyze data.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in geography or related field from an accredited college or university. At least one year experience with computer aided design and drafting (CADD) software. Demonstrated ability to interpret and utilize aerial photography. The ability to read and plot legal descriptions. Demonstrated experience utilizing GIS to query and analyze data. Ability to use Microsoft Access and Excel to create, maintain and manipulate data. Familiarity with Microsoft Windows and Microsoft Office.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)