

Title: Cartographer III	Effective Date: October 18, 2010	Grade: XIII	Job Category: Technician
Prior Title: Cartographer III	Prior Effective Date: August 24, 2007	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is accountable for the preparation of city, county, state, special type maps and related graphics for use in statewide highway planning needs.

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 land 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.
- Update certain maps with route and log changes as they occur.
- Maintain quality control and review newly completed county maps to ensure standards and accuracy.
- Train subordinates.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in geography or related field from an accredited college or university. At least three years experience working with computer-aided design and drafting (CADD) system. At least three years experience working with and interpreting digital aerial photography. Thorough knowledge of Microsoft Windows, MicroStation, IRAS-C and Mapping Section cartographic standards.

("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.)