

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

(03-26-82)

DRAFTING AIDE (Code 7229)

Summary of Duties: Performs elementary and routine drafting in pencil and ink; makes simple engineering calculations; maintains engineering records; and does related work.

Distinguishing Features: A Drafting Aide is engaged in beginning level drafting such as the elementary delineation and freehand or mechanical lettering involved in plotting field notes or tracing maps and drawings. This class is distinguished from Office Engineering Aide in that the primary responsibility of a Drafting Aide is for drafting, with routine office engineering work being an incidental duty.

Example of Duties: A Drafting Aide:

- Prepares maps, layouts, plans and drawings in pencil and ink from rough or detailed sketches or notes;
- inks in lines and letters on pencil drawings;
- traces drawings and maps changes scale or maps;
- posts new data to existing maps and drawings;
- draws graphs and charts to illustrate statistical data;
- maintains files of records, maps and drawings;
- operates copying machines;
- supplies information to other employees and the public.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Drafting Aide must have the following knowledges and abilities:

A knowledge of:

- the principles, practices and instruments used in elementary drafting, sketching and tracing;
- high school mathematics, including algebra and plane geometry.

The ability to:

- use drafting instruments;
- do freehand and mechanical lettering;
- interpret and assist in the preparation of a variety of maps, details, drawings, graphs and legal property descriptions;
- follow written and oral instructions.

Persons with a medical limitation may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the persons limitations.

Minimum Requirements:

Six months of drafting experience or completion of a high school level course in drafting is required.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.