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**GEOLOGIC MAP TECHNICIAN**

**SCOPE OF WORK:**

Work activities involve the preparation and the conversion of data into geologic, soils, and topographic maps and other geologic-related materials using either Geographic Information System (GIS) based or computer-aided drafting software.

**DUTIES PERFORMED AT ALL LEVELS:**

- Create a variety of maps, drawings, geological cross sections, charts, and other data by utilizing computer programs such as AutoCAD, Arc Info, Arc View, and Adobe Illustrator.
- Prepare publication-quality illustrations and graphics from handwritten drawings, notes, sketches, and verbal instructions.
- Determine proper material, layouts, and design for visual presentations.
- Conduct initial quality assurance of data prepared for entry into a geographic information system.
- Capture data in digital formats from various map media using digitizing tablets, keyboard entry, or interactive computer screen digitizing.
- Use a keyboard and/or digitizer to enter associated attributes and auxiliary data into a geographic information system.
- Utilize GIS and other digitizing software to convert analog data into a digital format.
- Perform quality assurance check by comparing digital representation against source data, validating data labels, verifying topology, etc.
- Keep and maintain records indicating time spent and progress on assigned projects.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**GEOLOGIC MAP TECHNICIAN I**

2111

GRADE F\*

**LEVEL DEFINITION:**

Individuals at this level perform digital conversion work and digital map construction at an entry level that will involve close supervision and training in the duties assigned and learning the specific software and equipment to be used.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of work experience that includes utilizing specialized software and peripheral computer equipment for digital map creation.

**GEOLOGIC MAP TECHNICIAN II**  
GRADE G\*

2112

LEVEL DEFINITION:

Individuals at this level routinely choose and apply a variety of techniques and methods to generate complex geological maps and perform quality control checks without supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Collect, code, prepare, and enter data and perform quality control on tabular and attribute information to be tagged to spatial data layers.
- Assist in training entry-level digital mapping specialists in the techniques of digitizing and attribution.
- Integrate computer-aided drafting software with GIS platforms.
- Perform quality control checks on the work of entry-level technicians.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of drafting or mapping work experience utilizing GIS or computer aided drafting (CAD). College level coursework in a course of study that provided knowledge of computer mapping systems may be substituted for the work experience requirement on a year-for-year basis.

Eff. Date: 04/02 – Replaces Drafting Technician (2012 – 2013) and Digital Conversion Technician (2110 – 2111) classes.

Rev: 7/12 – Conversion to Hay System; \*Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12