

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : DRAFTING AIDE**  
**Code: 110010 HKK**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs routine drafting work; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, the position involves routine drafting duties performed along well-defined lines of procedures; the work is reviewed for quality, accuracy and completeness.

**TYPICAL DUTIES**

1. Prepares simple drawings and tracings of completed drawings.
2. Letters maps, plans, charts, graphs and reports.
3. Performs simple computations in connection with engineering projects.
4. Prepares illustrative graphs and charts.
5. Performs some plotting of field notes, cross sections, and profiles, as required.
6. Changes titles and dimensions as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of mathematics including geometry and trigonometry.
2. Knowledge of practical methods of drafting.
3. Ability to use drafting instruments.
4. Ability to keep accurate records.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school with courses in science, mathematics, mechanical drawing, or drafting;  
or
2. Graduation from high school  
and  
One year of experience as a helper or an aide in engineering project work or in a drafting room.

**NOTE:** Experience, as outlined above, in excess of the one-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

[Go Back](#)