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**Drafting & Illustration Technician II 17-19
(Civic Address and Mapping Technician)
(Halifax)**

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Elections Nova Scotia

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Published Date: 2007-06-21
Ad #: 757700-07-005-CB

**Elections Nova Scotia
Please Quote Competition #757700-07-005-CB**

Please merge your cover letter and resume into one document when applying. In the cover letter, please quote competition number, department and competition name.

This is a bargaining unit position restricted to current civil service employees represented by Nova Scotia Government Employees Union. All current employees applying for job competitions are required to include their employee ID number in order to be considered as a bargaining unit applicant. External applicants will be considered if there are no qualified bargaining unit applicants.

Please send your cover letter and resume as one document when applying via e-mail. Also please quote competition number in e-mail subject line and in your cover letter.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Duties:

Under the direction of the Mapping Services Coordinator, the Civic Address and Mapping Technician will form part of a team that is responsible for the production and maintenance of a series of digital and hard copy electoral district maps and civic address databases. The Technician is responsible for harmonizing the digital map information with the Civic Address Register to produce a highly accurate and reliable digital and hard copy electoral geography product, by locating, placing and maintaining a database of polling stations within a digital mapping file; building and maintaining a digital polygon layer of polling divisions and electoral boundaries for use in a geographical information system; updating street/road information in digital mapping files from a variety of digital and paper copy sources; preparing draft and final copy maps; updating the digital civic address registry as required for production, in correlation with mapping files.

Qualifications:

University computer mapping courses and/or Community College Digital Mapping Diploma, and database management courses; with at least one years experience working in provincial, federal or municipal electoral geography. Thorough knowledge of a variety of computer database applications such as FOXPRO, Microsoft Access, and WordPerfect Office software. Extensive knowledge and

experience with digital mapping software such as MAPINFO professional 7.0; ArcVIEW GIS 3.3; ArcGIS 9.0; and CARIS 4.4; as well as Adobe Acrobat 5.0 for digital map conversion into PDF format. A good understanding of civic address components and addressing protocol is required, as well as the ability to function as part of a team and perform duties in a professional, accurate and timely manner, under very tight deadlines.

Classification Range: TE 17 - 19

Salary Range: \$34,061 - \$43,201

Closing Date: July 5, 2007

Applications/resumes can be sent to:

**Office of the Speaker Administration
Granville Level, Joseph Howe Building
1690 Hollis Street
P.O. Box 1617
Halifax, NS B3J 2Y3
Fax: (902) 424-2404
Email: spkroff-job-apps@gov.ns.ca**

Submissions must be received by mail or delivery by 4:30 P.M. or fax by midnight on the closing date.

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