

GRAPHIC ARTIST TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine technical work involving the preparation of a variety of graphic arts projects.

Employees in this class perform routine technical work in graphic arts independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Produces routine illustrations, mechanical or freehand lettering layouts, designs, and formats for appropriate visual aide materials.

Analyzes copy and prepares layouts of office forms for departmental use.

Visualizes concepts for preparation through multi-media materials including television.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and techniques of illustration and perspective design, color harmony and composition.

Ability to create concept and artwork for a variety of visual aide materials for effective communication.

Ability to visualize ideas on paper.

Ability to design forms, graphs, and charts.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the use of tools utilized in illustration, layout and design work.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in graphic arts or design work and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

  
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 DAVID R. FLORES, Executive Director  
 Civil Service Commission