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

DAVID R. FLORES, Executive Director
Civil Service Commission