



## GRAPHIC ARTIST 1

Job Code: 613 BOE  
Bargaining Unit: 06  
Effective Date: 9/8/1979

### Description of Work

#### General Statement of Duties

Performs entry level professional work providing illustration, layout and design services; and performs related duties as required.

#### Supervision Received

Works under the close supervision of a higher level Graphic Artist or unit head.

#### Supervision Exercised

May exercise technical supervision over clerical and technical workers.

### Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Prepares graphic presentations used in publications, presentations, studies and reports including charts, graphs, designs, colored renderings and related applications.

Prepares exhibits.

Corrects maps and keeps base maps up to date.

Designs layouts, including keylining and color layout work.

Designs and renders original art and design work for illustrating specific data in reports and publications.

Recommends and selects grade and color of paper.

Recommends and selects type and media to be used.

Takes and develops photographs.

Checks, corrects or approves photographic originals, silver print proofs and color keys.

Arranges for final printing and reviews the printing for compliance with specifications.

## **GRAPHIC ARTIST 1**

### **Typical Duties Performed (continued)**

Does hand lettering and prepares signs and showcards.

Maintains related records.

Prepares reports and recommendations.

Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

Some knowledge of visual art, printing techniques and materials.

Some ability to design and illustrate publications, displays and visual presentations.

Some ability to develop creative solutions to graphic problems.

Working ability to understand and follow through on client objectives and requirements

### **Qualifications Minimum**

College graduation with a major in graphic design or visual communications; or graduation from an approved school of graphic design or visual communications; or college graduation in fine arts and one year of experience as a graphic artist; or graduation from an approved school of fine arts and one year of experience as a graphic artist. (Approved qualifying experience may be substituted for the education.)