

GRAPHICS SPECIALIST

Position Details

Class Code: 1100

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, sets type, and pastes-up type and artwork to produce camera-ready copy for offset reproduction.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determines and advises administrators, central office and school personnel of effective design and typographic solutions for work requested.
2. Designs job from oral and written information.
3. Designs for one and two-color printing.
4. Establishes job formats, including effective type styles and sizes (copy-fitting); electronically modifies type sizes to solve complex design and copy-fitting problems; reverses, enlarges, or reduces type to accommodate work request.
5. Operates digital, microcomputer-controlled, photo typesetting equipment with word processing and file management functions, ruling program and photographic processor to set type.
6. May select effective clip art for the work requested.
7. May perform hand lettering.
8. May provide rough or comprehensive layout of work requested.
9. Pastes-up design elements (type, art, photographs) to produce camera-ready copy.

10. Plans and schedules work, in cooperation with Reprographics.
 11. Examples of work performed include: Forms, charts, brochures, certificates, flyers, posters, programs, handbooks, tabloids, directories, calendars, report cards, and slides.
 12. Cleans and sets up chemicals for photographic processor.
 13. Conforms to safety standard, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves operating digital, microcomputer-controlled, photo typesetting equipment with word processing and file management functions, ruling program and photographic processor to set type.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of typography, copy fitting, and design.
 2. Knowledge of offset printing and binding processes.
 3. Ability to operate microcomputer-controlled photo typesetting equipment with word processing and file management functions and ruling program.
 4. Ability to work independently and without supervision.
 5. Ability to meet and confer with administrators.
 6. Ability to work under pressure and meet timelines.
 7. Ability to interpret and follow oral and written information.
 8. Ability to layout copy and visual aids.
 9. Ability to learn telecommunications for typesetting operation.
 10. Ability to relate well with administrators, employees, and the public.
 11. Ability to recognize and report hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Three (3) years experience in typesetting, copy fitting, and design or commercial art.

Licenses and Certifications

None Specified.

Preferred Qualifications

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
 2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.
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Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.);
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities-schools and administrative offices/departments.

Work Environment

Strength

Medium - exert force 20 to 50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demand

Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, scanners, copiers, collator, laminator, telephones, calculators, fax machines, blotters, digital cameras, paper trimmers, personal/district vehicle, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 05/05/21
- Created: 10/01/85