

GRAPHIC ARTIST I

Position Details

Class Code: 1110

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, lays-out, and prepares all forms of print-related media using industry standard computers and software.

Essential Duties and Responsibilities

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

1. Prepares camera-ready artwork for booklets, brochures, handbooks, charts, graphs, forms, posters, newsletters, flyers, certificates, and all other materials as requested for print, copy, and display.
 2. Creates, designs, and lays out artwork on MAC computers.
 3. Confers with personnel to develop display items.
 4. Follows schedules and deadlines as assigned to produce print-ready artwork.
 5. Conforms to safety standards, as prescribed.
 6. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves use of MAC computers and graphics software to create all forms of print-related media.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computerized design and graphics techniques.
 2. Knowledge of MAC computers and graphics software, such as: InDesign, Freehand, Photoshop, and Acrobat.
 3. Knowledge of printing and digital imaging methods.
 4. Ability to design all forms of print-related items.
 5. Ability to meet and confer with administrators.
 6. Ability to work independently and without direct supervision.
 7. Ability to work under pressure and meet deadlines.
 8. Ability to interpret and follow written and oral instructions.
 9. Ability to relate well with administrators, employees, and the public.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. 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. Two (2) years vocational courses in graphic design, and
One (1) year of professional work experience as a graphic artist; or,
Three (3) years of professional work experience as a graphic artist

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Transcripts and/or certificates related to training.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

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

Work Environment

Strength

Minimum - exert force 10 lbs. occasionally to restock reams of paper.

Physical Demand

Frequent keyboarding, 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, laminator, telephones, calculators, and fax machines.

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: 06/01/89